

B. Telephones

1. Office telephones are for business use. Limited personal use is allowed if:
 - a. Personal use is avoided during times of high call volumes.
 - b. Personal use does not interfere with work.
 - c. Personal use does not incur additional expense to TCSA.
2. Business may be conducted on a limited basis using personal cellular telephones, receipts highlighting business calls may be submitted to TCSA accounting for reimbursement.

C. Personal Photocopying

1. Photocopying costs for employees cover cost of printing and of paper, and are \$0.01 for black and white, and \$0.10 for colour.
2. Photocopying costs for other unrelated persons or organizations wishing to use our equipment are \$0.05 for black and white and \$0.25 for colour.
3. Printing fees are to be remitted to TCSA finance with a statement of copying done.

D. Workspace

1. Workstations should be neat and organized.
2. Employees should create a labelling and organization system for themselves and follow it.
3. Appropriate pictures and artwork at workstations are permissible

E. Music

1. Music is generally not encouraged in the offices. It may be played during lunch break, provided consideration is given to co-workers who may not wish to listen to music.
2. At all times, employees must use discretion and be considerate of the needs of their colleagues.

F. Food

1. At the home education office, food should be kept and eaten in designated areas.
2. At the school facility, employees should eat in the kitchen or office. Teachers and teaching assistants should not eat in the classroom unless they are on monitoring duty.
3. Beverages and snacks that do not crumble are permissible at workstations. Leftover food residue should be cleaned up at the end of each day.

G. Staff Eating Areas

1. It is the responsibility of all employees using common eating areas to:
 - a. Keep any tables and counters clean and tidy, and wipe down after use.
 - b. Wash used dishes and cutlery promptly.
 - c. Not leave personal food items in the fridge for an extended duration.
 - d. Label personal items.
 - e. Coffee, tea and cream are provided for employee use.
2. If staff purchase coffee or tea that they do not wish to share, they must label it, or keep it at their workstation.

3. Employees must ensure office bathrooms remain clean after use. Toilets should be closed after use.
4. Dish Cloths and hand towels must be placed in appropriate basket at the end of the week for laundering.

H. Candles, Melters & Diffusers

1. No scented candles, melters or diffusers are to be used at a facility where registered students are routinely present, unless they are part of course work. Deodorizing agents and sprays are an exception.
2. Employees may not burn any scented candle, turn on a melter or run a diffuser with a strong perfume without express prior agreement from the rest of the office staff.
3. Candles can be hazardous, and the following precautions should be enacted:
 - a. They should be placed on a hard, stable surface, not too close to the edge of a table or desk.
 - b. They should not be located near papers or other flammable items.
 - c. The wick should be trimmed to 1/4 inch to cut down on smoking.
 - d. Burning candles should not be left unsupervised. The employee who lights a candle bears responsibility for monitoring and extinguishing it.
4. Perfume and cologne can have strong odors that may adversely affect other employees. Employees must use discretion when using perfumes or colognes and apply sparingly.

I. Drugs and Alcohol in the Office

1. All TCSA facilities are drug and alcohol-free workplaces, excepting approved social functions where alcohol may be served (e.g. Eucharist).
2. Employees shall be responsible for securing prescription and/or non-prescription drugs in their possession while at the work site. An employee taking prescribed medication under the guidance of a physician shall report the fact to their supervisor if the medication may affect their performance.
3. The use of or being under the influence of illegal drugs and/or alcohol is inconsistent with the behaviour expected of employees. The use of illegal drugs or alcohol, or misuse of prescribed and over-the-counter drugs will subject employees and visitors to unacceptable safety risks that undermine the ability to operate safely, effectively and efficiently.
4. The use, possession, distribution or sale of controlled substances such as drugs or alcohol and being under the influence of such controlled substances is strictly prohibited while on duty, while on work premises or work sites such as meetings or conferences.
5. Suspicion of being under the influence of drugs or alcohol will result in an employee being sent home. Upon investigation, disciplinary action may be necessary.

J. Hygiene and Grooming

1. Employees are expected to meet basic hygiene standards during regular business hours for the duration of their employment.
2. Clothing must be clean, modest, in good condition and fit appropriately.
3. Hair, sideburns, mustaches and beards must be kept neat and well groomed.

4. Make-up should be kept moderate.
5. Clothing must not interfere with the safe operation of equipment.
6. Body piercing must be limited to small nose studs or eyebrow studs/ring. Other visible body piercings are not acceptable.
7. Tattoos that are perceived as offensive, hostile or that compromise the employee's professionalism must be covered, and not visible to staff, students or visitors.

K. Employee Attire

1. Any employee that maintains regular, in-person contact with members of the public will be required to wear appropriate attire.
2. Employees are expected to wear business casual attire for meetings, workshops and conferences which includes but not limited to the following suggestions.
 - a. Men - Dress shoes or casual dress shoes; jackets/sport coat; dress shirts (tie optional) or polo shirts; khakis, chinos, slacks or non-faded, unholy jeans; sweater or vest.
 - b. Women - Dress tops or polo tops, long or short sleeved blouses; dress pants, dresses, skirts, sweaters, pantsuits; cardigans, jackets; dress shoes/sandals or casual dress shoes.
3. Appropriate home education office and classroom attire options include but not limited to the following:
 - a. Men - Collared shirts (either dress or golf); sport coat, sweater or vest. Khakis, slacks, dress shorts or non-faded, unholy jeans; dress shoes or casual dress shoes.
 - b. Women – long or short sleeved blouses, polo tops, collared shirts either dress or golf; khakis, slacks, capris, non-faded, unholy jeans, skirts, tunics, dresses; dress shoes or casual dress shoes; sweaters, cardigans. Leggings may be worn under skirts or tunics, but not as pants.
4. Employees that work at a camp or special event should dress in a manner appropriate to the event. For example, at Family Camp, school physical-education programs or other outdoor events, employees may wear shorts, t-shirts and running shoes.
5. The following items are not permitted during normal working hours:
 - a. Sweat or Jogging pants
 - b. Pants that expose the midriff or underwear
 - c. Leggings worn as pants
 - d. Gym shorts, bicycle shorts or other athletic shorts
 - e. Men's tank tops
 - f. Women's low-cut tops, spaghetti strap tops without cardigan
 - g. Tops that expose the midriff or underwear
 - h. Mini-skirts without leggings
 - i. Any form of clothing that is mesh, sheer, see-through or otherwise revealing without appropriate layers
 - j. Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting
 - k. Any form of clothing that is overtly commercial, contains political, personal or offensive messages

6. Every employee is responsible for exercising sound judgment and common sense for his or her attire at all times.
7. If an employee is deemed to be wearing inappropriate attire, their Supervisor is responsible for coaching the employee.
8. Individual situations relating to appropriate workplace attire will be addressed on a case-by-case basis.
9. Continued departure from appropriate grooming, hygiene and attire standards will result in disciplinary action up to and including termination of employment.

L. Office Prayer

1. TCSA is a Christian organization committed to excellence in education and family ministry. Staff and families are invited to share prayer requests and regularly share in community prayer. Prayer notes will be dated and removed or added as needed.
2. Guidelines for personal information laid out under the Privacy Policy will be adhered to regarding all prayer requests.
3. Employees should be sensitive to the fact that we serve a diverse variety of families that come from a wide range of belief systems and lifestyles.
4. Home Education office staff have committed to gathering at 3:00 pm (or as soon as possible thereafter) each day to pray.
5. TCSA acknowledges that prayer is one of the most important things we do each day.

M. Office and School Visitors

1. Visitors should be greeted and asked how they may be served.
2. Employees should be aware of the presence of non-staff, taking care to protect the privacy of staff, family and student personal information.
3. Private information regarding staff, families and students should not be discussed in the presence of visitors. The same discretionary efforts should be used in any phone calls that may occur in the visitor's presence.
4. Employees may invite friends or family members to visit the office during lunch hour or other times with the express approval of the supervisor.