



## WORKPLACE RULES AND PROHIBITED CONDUCT

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<b>CITY MANAGER APPROVAL:</b>	<b>DATE: 9-1-15</b>

### POLICY

Orderly and efficient operation of the city requires that employees maintain proper standards of conduct and observe certain procedures.

Employees are expected to regard their workplace with respect and attention. The city's records, equipment, and property are to be treated carefully and appropriately. The city's equipment is not to be utilized for personal use. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are established by the city or outside regulatory bodies.

Employees are expected to conduct themselves in a professional and respectful manner, exhibiting a high regard for citizens, committee/task force/board members, elected officials, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing the city in a business or social capacity.

Employees are expected to maintain the confidentiality of the city's information in your possession (i.e., personnel information, certain financial information, information that is confidential under law, etc.).

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and city's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including, termination of employment.

These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between the employee and the city.

The city views the following as inappropriate behavior and prohibits employees from engaging in the following:

- Falsifying employment or other city records.

- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any city property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of city equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on city property.
- Carrying firearms or any other dangerous weapon on city premises at any time (unless job required).
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on city property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another city employee, customer, or vendor.
- Failing to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor.
- Failing to observe work schedules, including rest breaks and meal periods. Employees are expected to be at work on time, remain until the workday ends, and perform the work assigned to or requested of you.
- Sleeping (Fire Department staff are the exception) or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the city.
- Misrepresenting city policies, practices, procedures, or your status or authority to enter into agreements on behalf of the city. Employees may not use the city's name, logo, likeness, facilities, assets, or other resources of the city for personal gain or private interests.
- Violations of the Ethics Policy or Oregon ethics laws.
- Using or possessing intoxicating beverages or narcotics, marijuana, or drugs (regardless of whether they are legal under state or local laws), 1) on city premises during working hours; 2) reporting to work under the influence of intoxicants or drugs so as to interfere with job performance; or 3) having any detectable amounts of drugs or alcohol in your system while on city property.
- Violating any safety, health, security or city policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by city or outside agencies.
- Failing to timely pay water/sewer/tax accounts with city, and/or whose city-provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the city that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates city policy.

This statement of prohibited conduct does not alter city's policy of at-will employment. Either the employee or city remains free to terminate the employment relationship at any time, with or without cause or notice.