

CONDUCT AND COURTESY

I. PURPOSE

To establish policies and procedures regarding conduct and courtesy.

II. POLICY

Employees shall be civil and respectful to other employees, and shall cooperate fully with all employees of the City in the performance of their official duties. Employees shall be tactful in the performance of their duties, and shall control their tempers and exercise the utmost patience and discretion, and shall not engage in arguments, even in the face of extreme provocation. In the performance of their duties/jobs, employees shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, or similar personal characteristics.

The City expects all employees to observe certain standards of behavior while at work and at city-sponsored events. Employees shall be responsible for ensuring that the conduct of any of their guests at a city-sponsored function is respectful and not offensive to anyone in attendance.

These standards include, but are not limited to:

- Completing all documents and records accurately;
- Maintaining satisfactory attendance and punctuality;
- Performing duties and operating equipment with care to protect the safety of the employee, co-workers, and the public;
- Carrying out assigned duties and following reasonable instructions or requests from supervisors and/or management;
- Not posting any literature, handbills, petitions, posters, or other materials on the premises without prior approval of the City Manager's Office;
- Refraining from soliciting funds or selling any item, commodity, or service;
- Not possessing weapons on City property including vehicles;
- Refraining from any manner or form of illegal discrimination and/or harassment, regardless of whether it is sexual, racial, religious, or related to another's gender, age, sexual orientation, or disability;
- Using City property or that of another employee in an appropriate manner;
- Obtaining authorization to remove City property or another employee's property from its location;

- Refraining from misuse, theft, or destruction of city time and/or property of or another employee's property;
- Remaining in your work area, on the job, and awake during working hours;
- Reporting to work fit for duty and not under the influence of alcohol and/or drugs and refraining from using, selling, or possessing illegal drugs on city premises or while on city business. While working, employees should only possess and take drugs that are medically authorized, approved, as determined by the employee, the employee's physician, and the city not to impair job performance or cause a safety hazard. Employees are responsible for notifying their supervisors that they are taking prescription medication if it would affect their performance on the job;
- Passing a mandatory drug and/or alcohol test and not refusing to take a drug and/or alcohol test;
- Refraining from fighting, threatening, intimidating, or coercing fellow employees during working hours or at company-sponsored functions;
- Refraining from the use of foul or offensive language;
- Disclosing or using confidential or proprietary information only with proper authorization;
- Using City telephones and computers for city purposes only and not for personal business other than emergency local calls or with proper prior approval from the City Manager; and

Failure to observe the above standards could lead to corrective action up to, and including, termination.