**SECTION: EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Prohibited Conduct **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The City is responsible for providing a safe and secure workplace and to assure that all employees, contractors and citizens are treated in a respectful and fair manner.

**DEFINITION:**

Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered violations of the City’s rules of conduct.

1. This list is not intended to be exhaustive.
2. Violations include:
3. Theft or inappropriate removal or possession of City property or the property of a fellow employee.
4. Willful destruction of City property or the property of a fellow employee.
5. Working under the influence of alcohol or illegal drugs.
6. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
7. Fighting or threatening violence in the workplace.
8. Sexual or other unlawful harassment.
9. Using excessively abusive, threatening, or obscene language.
10. Sabotaging another's work.
11. Making malicious, false, and harmful statements about others.
12. Publicly disclosing another's private information (PII & PHI).
13. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. (See Civil Service Rules for public safety exception)
14. Unauthorized disclosure of City proprietary or confidential information.
15. Falsifying City records or reports, including one's time records or the time records of another employee.
16. Engaging in unauthorized use, copying, distribution or alteration of software or other intellectual property

**APPLICABILITY:**

This policy applies to all employees of the City, contractors, and citizens of the City.

**PROCEDURES:**

1. Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

1. Violations of this policy should be reported to an employee’s supervisor/manager. After investigation and confirmation of a violation of the policy, the employee will be subject to disciplinary action, up to and including termination of employment.
2. In cases of a violation by a contractor or citizen, the City will work in conjunction with their Police Department or the local law enforcement agency with jurisdiction over the City.