

I. PURPOSE

To assure the highest level of integrity, moral standards, and organizational reputation. These standards will promote the safe, efficient and harmonious operation of Agency business.

II. POLICY

The Agency's rules regarding unacceptable conduct are established for the guidance of all employees. The following standards comprise a partial list of unacceptable behaviors as a complete list of all violations would not be possible.

Infractions will lead to disciplinary action according to the Agency's policy on Employee Discipline, Policy No. 420.

UNACCEPTABLE CONDUCT INCLUDES, BUT IS NOT LIMITED TO:

- Falsification of Agency records (e.g, employment application, time record, workers compensation claims, etc.).
  - Being under the influence of, possessing, or using alcoholic beverages or illegal drugs, or misuse of prescription or over-the-counter drugs, on Agency premises or while on Agency business.
  - Misuse, damage or destruction of Agency, vendor, customer or coworker property due to careless or willful acts.
  - Negligence in observing fire prevention and safety regulations.
  - Failure to maintain satisfactory and harmonious working relationships with the public and other employees.
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Standards of Conduct, Continued

- Theft or misappropriation, fraud, gambling, carrying weapons or explosives, or violation of criminal laws on Agency premises.
  - Acceptance of gifts in exchange for favors or influence which could compromise the effective discharge of duties.
  - Fighting, throwing things, horseplay, practical jokes, provoking a fight or other disorderly conduct which may endanger the well-being of any employee or Agency operation.
  - Threatening, intimidating, coercing, using abusive or insulting language. Interfering with the performance of other employees, vendors or customers.
  - Acting in a manner that violates anti-discrimination/harassment practices, policies and procedures.
  - Insubordination or refusal to comply with instructions or failure to perform duties to which assigned.
  - Use of Agency material, time or equipment for the manufacture or production of an article for unauthorized purposes, including personal use.
  - Immoral or indecent conduct.
  - Harassment or unprofessional conduct towards an Agency employee, vendor, contractor, or other individual doing business with the Agency.
  - Unsatisfactory job performance.
  - Excessive or unexcused absenteeism, tardiness, or failure to observe work schedules.
  - Sleeping or malingering on the job.
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Standards of Conduct, Continued

- Unauthorized release of confidential information.
- Unauthorized circulation of petitions, solicitations, and collections.
- Making or accepting unauthorized or excessive personal telephone calls or facsimile transmissions.
- Leaving the premises while on work status without notifying a supervisor.
- Engaging in practices, conduct, or behavior that are inconsistent with the reasonable rules of conduct necessary to the mutual welfare of the Agency and its employees.
- Engaging in conduct which may discredit the Agency.

III. PROCEDURE AND RESPONSIBILITIES

- A. Supervisors at all levels are responsible for ensuring that the Standards of Conduct are observed.
  - B. In the event of a violation of the Standards of Conduct, supervisors are responsible for reporting such violations to their supervisor and contacting the Labor Relations Department for discussions as to the appropriate action (i.e. disciplinary proceedings).
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