

Appropriate Workplace Conduct

POLICY STATEMENT

The City expects all employees to maintain the highest standards of professionalism, judgment, maturity and personal integrity; to comply with all applicable laws; and to treat others with dignity and respect.

Conduct that is inconsistent with these expectations may result in disciplinary action, up to and including termination.

GUIDELINES

*1. Examples of
Inappropriate
Conduct*

While it is not possible to specify all the circumstances and behaviors that may give rise to violation of this policy, certain types of conduct are clearly unacceptable.

The following list provides examples of the types of conduct that may result in disciplinary action, up to and including termination of employment.

This list is not all-inclusive:

- Theft or inappropriate removal or possession of City or co-worker property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;

- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of City-owned property, including vehicles, telephones, and computers;
- Insubordination or disrespectful conduct to supervisors or co-workers;
- Horseplay, practical jokes and pranks;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace;
- Sick leave abuse;
- Violation of personnel policies;
- Unsatisfactory performance or conduct;
- Unprofessional behavior;
- Refusing to take a mandatory drug test.

2. *Personal Appearance*

Employees are expected to dress in a clean and neat manner appropriate to their job responsibilities and consistent with the City's standards of professional conduct, appearance, and dress.

Generally, the following articles of clothing are unacceptable for all City employees:

- Extreme body piercing;
- T-Shirts or body art with offensive language/pictures;

- Inappropriately revealing or tight-fitting clothing;
- Sweat suits which are not job-related.

Employees whose jobs or work assignments call for particular types of protective clothing or equipment must wear this attire whenever necessary or required.

Employees with questions about clothing should contact their supervisor.

3. *Attendance and Punctuality*

Generally, employees who are unable to work or unable to report on time must notify their supervisor at least 30 minutes before the employee's regularly scheduled work shift; as pre-arranged with the manager; or as stated in the appropriate collective bargaining agreement.

Employees who fail to properly notify their supervisor of an absence or tardiness or who exhibit a pattern of unexcused absence or tardiness are subject to disciplinary action.

4. *Political Activities*

City employees generally are entitled to exercise their rights to hold membership in or support a political party; to participate in political campaigns; to vote; and to privately express their opinions on political subjects or candidates.

City employees may not, however, use their position within the City to endorse a candidate, participate in political activity during the scheduled workday, or run for or serve on the Lake Oswego City Council.

5. *Workplace Smoking*

Smoking is prohibited in all offices, meeting rooms, restrooms, hallways, elevators, and other common-access areas, including City vehicles.

Smoking is permitted only in outdoor designated areas.

6. *Related Information*

- > Personnel Policy No. 1-3: Anti-Harassment and Non-Discrimination
- > Personnel Policy No. 2-5: Corrective Action
- > Personnel Policy No. 4-4 : Leaves of Absence (Other), Sick Leave
- > Personnel Policy No. 5-1: Employee Safety and Health

Approved by: _____
City Manager

HR Director

Origination Date: August 31, 2006

Revision(s) Date: