

 City of WHITewater		Employee Conduct Policy			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	2
Issue Date:	12/22/2011	Revision Date:	12/23/2021	Review Date:	
Special Instructions:	Policy last revised 12/23/21 as part of the Ethics & Employee Conduct Policy. This revision adds "Expected Conduct" and updates list of prohibited conduct.				

I. **PURPOSE**

It is the City's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. Accordingly, this policy sets forth the (1) standards for professional conduct and (2) behavior that is unacceptable.

To ensure orderly operations and provide the best possible work environment, the City of Whitewater expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

All full time and part time employees are covered under this policy unless provisions of a collective bargaining agreement in effect apply to an employee.

II. **POLICY**

All City employees are expected to meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible for being aware of and abiding by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

a. **Expected Conduct**

Employees are expected to conduct themselves in a positive and professional manner in order to promote the best interests of the City. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):

1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
2. Refraining from conduct that is offensive;
3. Reporting to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the City;
4. Cooperating with any City investigation;
5. Complying with all City safety and security regulations;
6. Wearing clothing appropriate for the work being performed;
7. Performing assigned tasks efficiently and in accord with established standards;

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8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
9. Giving proper advance notice whenever unable to work or report on time;
10. Maintaining cleanliness and order in the workplace and work areas.

b. Prohibited Conduct

Any conduct that interferes with operations, discredits the City, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). At the City's discretion, any violation of City policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline up to and including termination.

1. Possession of fire arms or other weapons on City property (unless employee is required to carry a firearm or other weapon as a condition of employment);
2. Fighting or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates or guests;
4. Engaging in any form of sexual or other harassment or retaliation;
5. Reporting to work under the influence of alcohol, illegal drugs, controlled substances or other narcotics;
6. Disclosing confidential City information;
7. Falsifying or altering any City record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing City property or another employee's or citizen's property;
9. Misusing City communications systems, including electronic mail, computers, internet and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or City rules;
13. Using abusive language;
14. Sleeping on the job without authorization;
15. Accepting tips or gifts in the course of work;
16. Claiming leave under false pretenses;
17. Working unauthorized overtime;
18. Deliberately restricting work output or encouraging another employee to do so;
19. Illegal, immoral, offensive or indecent conduct during the workday.
20. Illegal, immoral or indecent conduct off the job if it tarnishes the image of the employer or impacts on an employee's ability to effectively interact with other employees.