

## EMPLOYEE CONDUCT

### 3.01 STANDARDS OF CONDUCT AND PERFORMANCE

The City of Oak Harbor strives to provide outstanding public service, and expects excellence from each and every employee. Each employee was selected to work for the City based on the belief that he or she would be able to fulfill that expectation.

It is important to establish certain expectations regarding employee performance and conduct to ensure efficient City operations, and for the benefit and safety of all employees. As a general matter, employees should conduct themselves in a professional manner and use good judgment in performing their job duties.

The City of Oak Harbor expects all employees to comply with the City's standards of performance and conduct. At management's discretion, any violation of the City of Oak Harbor's policies or any conduct considered inappropriate or unsatisfactory may subject any employee to disciplinary action.

Standards of Conduct. Conduct that interferes with City operations is detrimental to the City and/or offensive to coworkers or constituents will not be tolerated. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of behavior that is against City policy and that will result in disciplinary action, up to and including termination:

1. Poor performance of job duties, or failure to perform job duties as directed;
2. Unauthorized absences, or excessive tardiness or absences;
3. Smoking except in designated areas;
4. Failing to report damage to City property, public property or customer;
5. Failure to treat employees and/or citizens in a courteous and respectful manner;
6. Disrupting the City's business or work effort of other employees;
7. Negligence or improper conduct resulting in injury or damage to City property;
8. Using profanity or abusive or offensive language;
9. Refusing to follow managements lawful instructions or otherwise being insubordinate;
10. Concealing defective work;
11. Dishonesty;
12. Serious (intentional/willful) violation of safety procedures or policies;
13. Misusing City communication systems, including electronic mail, internet access, telephones and computers;

14. Knowingly misusing, taking for personal use, destroying, damaging or wasting property, supplies or utilities belonging to the City or another employee;
15. Disclosing confidential information regarding the City, its employees or City resident(s);
16. Assaulting, threatening, or intimidating supervisors or any other fellow employee, vendor, or any member of the public;
17. Unauthorized possession of explosives or weapons on the premises at any job site;
18. Reporting to work under the influence of alcohol, illegal drugs, non-prescribed controlled substances, or using, selling, dispensing, or possessing illegal drugs or narcotics on City premises;
19. Fighting;
20. Engaging in off-duty misconduct that interferes with an employee's ability to do their job i.e., a traffic citation that results in the loss of the employee's driver's license which is needed to perform job duties;
21. Engaging in any form of sexual or other unlawful harassment of, or discrimination towards, another employee, a member of the public, a vendor or other third party;
22. Falsifying or altering any City of Oak Harbor record or report, such as an employment application, medical reports, production records, time records, absentee reports, or the like; or
23. Failure to fully cooperate with a lawful City investigation.