



CITY OF GIG HARBOR – POLICIES AND PROCEDURES

TITLE: CODE OF CONDUCT POLICY

POLICY MANUAL SECTION & NO.
A-18-01

EFFECTIVE DATE: 12/10/18
REVISED DATE:

APPROVED:
WR

1. PURPOSE

The City of Gig Harbor recognizes the value of setting high ethical standards within a public organization to support employees in making day-to-day decisions and to ensure efficient City operations. The purpose of this policy is to provide guiding principles in terms of the conduct the City expects its employees in the performance of their duties.

2. APPLICABILITY

This policy applies to all City of Gig Harbor employees, which includes temporary employees, interns, volunteers or any other individuals conducting business or having interactions with the public on behalf of the City. This policy does not include employees from the Police Department, who follow other adopted codes of conduct.

3. DEFINITIONS

City Property: Encompasses City facilities, vehicles, and equipment; any items, software or materials purchased with City funds; as well as documents or materials created by or on behalf of the City.

4. POLICY

An employee Code of Conduct Policy offers guidance to City employees on standards of integrity and business conduct. No code of conduct can address every situation an employee may encounter; as a result, employees are expected to exercise good judgment. In circumstances where they are unsure as to the proper course of action, they are to seek guidance from their immediate supervisor.

4.1 Knowledge of Policies and Regulations. Employees need to be aware and comply with policies and regulations that affect how they carry out their duties. Employees are expected to be familiar with the City policies relevant to their responsibilities and conduct themselves in a manner consistent with those policies.

4.2 Respect and Ethics in the Workplace. Employees are expected to demonstrate behaviors which reflect the City's values of delivering public service through teamwork, integrity and respect for our community. Employees are expected to promote a supportive and respectful, inclusive and safe working environment where everyone is treated with respect and dignity. Employees are also to act with transparency and impartiality to make sound unbiased, decisions in order to avoid any perception of conflict of interest or to use the assets of the City for personal gain.

4.3 Professional Behavior. Employees are expected to act in a professional manner which includes meeting obligations, being truthful, being cooperative with City administration, maintaining integrity in their work and civility in their conduct and communications.

The following is a non-exclusive list provided for illustration of “cause” for disciplinary action:

- A. Failure to meet the requirements set forth in the employee’s job description or failure to meet reasonable work performance standards.
- B. Neglect of Duty or Dereliction of Duty: Engaging in any activity or personal business which causes the employee to neglect or be inattentive to his/her job responsibilities.
- C. Conduct Unbecoming a City Employee: Discourteous treatment or offensive conduct toward the public or fellow employee. The use of indecent, obscene, coarse, vulgar or offensive language, including but not limited to racist or sexist slurs, directed toward or in the presence of the public or fellow employees.
- D. Assault, intimidation or threat directed toward fellow employee or any other individual.
- E. Misuse or abuse of power when dealing with members of the public or fellow employees.
- F. Unauthorized use of City time, property or equipment.
- G. Deliberately destroying, damaging or defacing City property or records.
- H. Misappropriation or theft or the improper use of City property, funds or services; or the property/funds of coworkers in the workplace.
- I. Bribery: Making a bribe, accepting a bribe, or soliciting a bribe in the course of City business.
- J. False Statements: False or fraudulent statements or fraudulent conduct by an employee or colluding with another who is engaging in fraudulent behavior. Falsifying records or reports.
- K. Violation of laws, regulations, ordinances, policies or rules: Violation of State, County, City or Departmental work rules, policies, safety rules or regulations.
- L. Solicitation of Illegal Acts: The attempt to induce an officer or employee of the City to commit an illegal act or violate any lawful and reasonable departmental regulation.

- M. The Commission of a Crime: Any felony or misdemeanor crime committed, regardless of location or time, that is or may be work related which may impair the employee's ability to perform his/her duties; or which is disruptive to the work relationship between the City and the employee or the employee and their coworkers; or which reflects negatively on the City.
- N. Insubordination: Disobedience, unwillingness to submit to established authority, disrespectful behavior toward a supervisor, the refusal to perform assigned work unless such performance would constitute a safety hazard or illegal act.
- O. Unauthorized disclosure of confidential information regarding the City, City employees or constituents.
- P. Absences Without Authorization: Failure to report to work without proper notice, failure to give actual reasons for an absence, leaving work during a shift without permission, or failure to return to work upon the expiration of a vacation or authorized leave.
- Q. Chronic tardiness or excessive absenteeism.
- R. The City will not tolerate retaliation against any employee for reporting potential violations of this policy in good faith or cooperating with an investigation of a potential violation of this policy in good faith.

4.4 Penalties. Violation of this Code of Conduct Policy may result in corrective or disciplinary action, up to and including termination, as appropriate. Nothing in this Code of Conduct Policy is intended to modify the status of any City employee who is employed on an at-will basis.

5. PROCEDURE

- A. *Human Resources Staff:* During employee orientation, review with new employees City policies applicable to all employees.
- B. *Immediate Supervisor:* During the department orientation, review with new employees City policies relevant to their responsibilities.
- C. *Immediate Supervisor:* On an on-going basis, advise those supervised of their duties, new policies and revisions to existing policies.
- D. *Employee:* Conduct oneself in accordance with the Code of Conduct and seek guidance from the immediate supervisor if in doubt as to the proper course of action to follow.