



**Policy Purpose**

Establish appropriate employee conduct and outline prohibited employee activities. Violations of this policy may subject the employee to non-disciplinary or disciplinary intervention.

- I. General expectations for all city employees:
  - a. Employees will dedicate themselves to the highest ideals of professionalism, honor, and integrity in order to merit the trust, respect, and confidence of the public they serve.
  - b. Employees will abide by the provisions of all applicable official city policies, procedures and MOU's.
  - c. During work hours, employees will devote their whole time, attention, and efforts to city business.
  - d. Employees will adhere to all safety guidelines, conduct themselves in a safe manner and maintain safe and orderly equipment, including city vehicles.
  - e. Employees will meet performance standards and goals established by the city, department or division.
  - f. Employees will conduct themselves in a manner that will not disrupt the workplace, undermine the authority of management, impair close working relationships, offend the public or otherwise impede the effective operation of city government.
  - g. All city employees will demonstrate the highest level of courteous and respectful behavior in all dealings with coworkers, supervisors, direct reports and the public.
  - h. Disagreements will be addressed in an appropriate manner and without the use of offensive, abusive or disrespectful language or actions. Differences of opinion will be handled privately and discreetly.
  - i. Employees may not use city equipment or information technology for personal gain or inappropriately. De minimis personal use of city equipment, property and information technology by employees, with prior departmental approval, is permissible. If costs are associated with the usage (i.e., personal copies, mileage, charges from a long-distance telephone call) the city must be fully reimbursed.
  
- II. Inappropriate behavior includes but is not limited to the following:
  - a. Falsifying or altering documents, or otherwise providing false or intentionally misleading information.
  - b. Neglect of duty.
  - c. Insubordination.
  - d. Unlawful possession of firearms or other weapons on city property or while on city business.
  - e. Committing any action that may constitute a crime or violation of applicable law, either on-duty or off-duty, where such action adversely reflects on the employee's ability to perform assigned duties.
  - f. Failure to comply with federal, state or local law, where such action adversely reflects on the employee's ability to perform assigned duties or is inimical to the public service.
  - g. Actions that discredit the name, reputation or public mission or interest of the city regardless of whether the employee is convicted, pleads guilty or is otherwise subject to a legal judgment.
  - h. Engaging in intentional or unintentional acts contrary to public service (i.e., malfeasance, nonfeasance, or acts inimical to the public service).
  - i. Stealing, destroying, damaging or defacing (or threatening to steal, destroy, damage or deface) city property, work-related documents, work areas, or personal property of others while at work or in connection with work.
  - j. Filing a malicious, fraudulent, or frivolous complaint with the intent to cause harm, disrupt city services, or with reckless disregard or intent to harass.
  - k. Refusing to respond to an official request for factual information or willfully impeding a formal investigation after notification that such response is required in the investigation.
  - l. Failing to comply with uniform, dress, or grooming requirements in the workplace.



- m. Refusing to appear for a directed fitness for duty evaluation or follow through with a directed testing or evaluation process.
- n. Accessing or sharing private, controlled or protected information without authorization or for an improper purpose.
- o. Engaging in abusive, inappropriately loud, combative, aggressive, or threatening language or behavior.
- p. Subjecting others to ridicule or gossip or otherwise undermining an employee's morale or workplace relationships.
- q. Unauthorized electronic surveillance of employees is inconsistent with the city's expectations of courteous and respectful behavior. As such, no employee may make an audio or video recording of another employee by any means unless each of the following criteria are met:
  - i. a legitimate business purpose exists for the recording;
  - ii. the recording device is in plain view; and
  - iii. the employee being recorded audibly acknowledges on the recording that they have full knowledge of and consent to the recording.

This provision does not apply to city-approved or authorized electronic surveillance (i.e. security cameras, etc.) and is not intended to prohibit or otherwise restrict the recording of formal interviews conducted in accordance with investigations conducted by any city department.

- r. Engaging in behavior that is a conflict of interest per city conflict of interest ordinance. City employees will not have any investment, directly or indirectly, in any transaction which creates a conflict with their official duties. Employees will not endorse commercial products or services by the use of their pictures, endorsements, or quotations in paid advertisements, while on city time or with the use of city equipment or property. For endorsements that occur during off duty time, prior approval by the department director is required.

Current References:

Salt Lake City Conflict of Interest Ordinance

Initial Effective Date: December 13, 1995

Approved and passed this 31<sup>st</sup> date of December, 2016