

## STANDARDS OF CONDUCT

To all Health Department employees:

We set the highest business and ethical standards for ourselves and our operations at the Health Department. Our conduct must reflect our commitment and responsibility to our clients, our public, our employees, our fellow governmental units and the communities in which we operate.

We rely on every employee to maintain a cooperative relationship with his or her fellow workers. This relationship requires respect for each other and recognition that every employee is a valuable contributor to the overall success of our organization.

In order to maintain a safe, well run organization, certain conduct cannot be tolerated. Engaging in any of the following actions which are intended as examples - violates the standards that Health Department expects of its employees and is grounds for disciplinary action up to and including discharge.

1. Providing false and/or misleading information to the Department.
2. Failure to record your own proper arrival and departure times on your time card.
3. Unexcused absence or tardiness from the department or workstation.
4. Leaving your work station, office or department during working hours without permission, or failing to return to work after lunch or relief without permission.
5. Failure to exert normal effort on the job, wasting time, loitering, loafing or sleeping on the job.
6. Failure or refusal to follow the instructions of supervision.
7. Leading, instigating, supporting or taking part in any strike, work stoppage or picketing, in violation of the collective bargaining agreement, or in any slowdown or other improper interference with or restriction of operations.
8. Harassing any person, whether or not a Health Department employee, based on that person's sex, race, religion, age, disability, national origin, sexual orientation or membership in another protected class.
9. Production of excessive incorrect or inferior work.
10. Negligent or deliberate damage or destruction of property owned or held by the Department or any employee, or the abuse or misuse or unauthorized use of any such property.
11. Immoral or indecent conduct.
12. Use, possession, distribution, sale or offering for sale, or being under the influence of alcohol or drugs (other than use or possession of narcotics in medicines prescribed by the employee's physician) on government property, or while operating a Departmental owned motor vehicle, or while engaged in Department business.
13. Unacceptable conduct due to alcohol or drug abuse (other than use or possession of narcotics in medicines prescribed by the employee's physician) or conduct that indicates a potential for impaired or unsafe job performance due to drug or alcohol abuse.
14. Threatening, intimidating, coercing, harassing, retaliating or using abusive language to others.
15. Fighting, "horseplay" or other disorderly, disruptive or unruly conduct.
16. Creating or contributing to unsafe or unsanitary conditions.
17. Smoking or parking in unauthorized areas.
18. Unauthorized solicitation, except such solicitation during non-working time as protected by the National Labor Relations Act.
19. Unauthorized distribution of literature, except such distribution during non-working time in non-working areas as protected by the National Labor Relations Act.
20. Posting, removing or in any manner defacing notices or other signs on bulletin boards without specific authorization of management.
21. Unauthorized use, possession or removal of, or access to, Departmental records of any type or form.
22. Engaging in, participating in, aiding or approving conduct constituting or appearing to constitute a conflict with the interests of the Department.
23. Actual or attempted theft, fraud, or misappropriation of property, including the aiding or abetting of the same.
24. Gambling, conducting games of chance or possessing gambling equipment on Department premises.
25. Bringing firearms, knives or other weapons onto company property or possessing the same while on departmental property.
26. Failure or refusal to show proper identification upon entering a facility or when requested to do so.
27. Permitting improper use of your badge, identification card or other Department passes, papers, or properties that may be entrusted to you.
28. Failure or refusal to permit inspection of items such as lockers, vehicles, packages, lunch boxes or handbags when requested to do so.
29. Failure to follow safety procedures or to wear or use as instructed required safety or health protective equipment.
30. Failure or refusal to work overtime as instructed by supervision.
31. Removing, altering or making inoperative any equipment or device designed to protect employees from injury and/or illness.
32. Conducting a check cashing service or other business enterprise or engaging in any illegal act such as "loan sharking" while on department premises.
33. Unauthorized use of, or access to, Departmental computer systems and software.
34. Failing to observe the terms of dress codes established by your work location.
35. Failure to comply with departmental policies and procedures and applicable laws and regulations.

**IMPORTANT NOTICE:** The Department, through the Health Commissioners Office, reserves the right to modify, revoke, suspend or terminate the *Standards of Conduct*, or any portion thereof, at any time, at its sole discretion. These *Standards of Conduct* shall not, under any circumstances be deemed to be part of any employment contract or agreement with any employee.