



Workplace Conduct

Class: City Government - Employee Management

Number: CG EM 03

Adopted by Council: June 13, 2011

Purpose:

To establish ethical, professional standards of workplace conduct for all employees.

Policy:

The City is committed to the principals of corporate accountability and lawful and ethical practices. The proper operation of democratic government requires that public employees are independent, impartial and responsible to the people; that decisions are made through appropriate channels; and that the people have confidence in the integrity of government.

Municipal employees are employed for the benefit of the public. Therefore, in their official and private affairs which affect their public employment, they are expected to adhere to the highest standards of competence, integrity and impartiality. The City takes allegations of misconduct seriously, investigates complaints thoroughly, and takes appropriate action based on its findings.

All employees are responsible for respecting the dignity of their co-workers and the public they serve. The City is equally responsible for treating all individuals with dignity and respect and for ensuring all employees enjoy a professional, healthy and vibrant workplace.

By Council delegation, the City Manager has responsibility for developing, establishing and maintaining comprehensive procedures to meet the objectives of this policy.