



## STANDARDS OF CONDUCT

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1. **PURPOSE:** To establish standards of conduct for City employees.
2. **REFERENCE:** City of Olympia, Administrative Guideline, Disciplinary Action.
3. **APPLICATION:** This Administrative Guideline applies to all individuals employed by the City of Olympia or who serve in a volunteer capacity unless standards of conduct are established otherwise by contract or statute (e.g., civil service rules, union contract, individual contract, or memorandum of understanding). Departments are encouraged to adopt additional standards of conduct to enhance the operational effectiveness of the department provided the department's standards are consistent with the guidelines contained herein.
4. **POLICY:** Every individual employed by the City of Olympia or performing volunteer work for the City of Olympia is expected to fully perform the duties and responsibilities of his/her assigned position in a manner which contributes to the achievement of the City's mission, and is consistent with the City's Philosophy Statement and values contained therein. Failure to perform in such a manner may result in disciplinary action including termination from City service.
5. **GUIDELINES:**
  - 5.1 **PROHIBITED BEHAVIOR:** The following are examples of behavior or conduct that are not acceptable and are inconsistent with the City's general philosophy and values, and may result in disciplinary action to include discharge from City service. This list is intended to be illustrative rather than all inclusive.

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- a.** Improper use of the employee's position for personal gain or for political or religious reasons.
- b.** Soliciting or coercing a contribution, response or action for political or religious purposes in the name of the City or while on duty.
- c.** Insubordination to a supervisor, department director, the City Manager, or City Council Member.
- d.** Discourteous or disrespectful treatment of a supervisor, department director, the City Manager, City Council Member, the public or a fellow employee.
- e.** Unlawful harassment, discrimination, or retaliation.
- f.** Assault or outward action of anger.
- g.** Driving without the required drivers' licenses'; driving in an unsafe manner; driving while under the influence of any substance that causes a hazardous or unsafe condition.
- h.** Gambling for items of value during working hours or on City premises. Commission or conviction of a crime that brings discredit to the City or hinders the employee's ability to perform in his/her job capacity.
- i.** Inattention to or dereliction of duty.
- j.** Personal acceptance of gratuities or presents designed to affect the City's response to the public or special interest groups whether or not an affect or influence actually resulted.
- k.** Using City property or City services for personal use or taking City equipment or property from City premises for personal use.
- l.** Taking City equipment or property from City premises for City use without specific prior knowledge and approval by the department director or his/her designee.
- m.** Accepting outside employment without the prior written approval of the department director. The department director shall not approve outside employment which detracts from the efficiency of the employee in his/her City work, conflicts with the interest of the City, would discredit the City or would prohibit the employee from performing extra duty required by City employment.

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- n. Failure to follow the directions of a supervisor, department director, or the City Manager.
- o. Failure to satisfactorily perform assigned work, or to apply reasonable judgment or discretion in performance of a job assignment.
- p. Abusing or being wasteful of materials, property or work time.
- q. Failing to report to the supervisor when absent.
- r. Habitual absence or tardiness, even if excused.
- s. Discussion of confidential City business with unauthorized persons.
- t. Failure to follow established safety precautions.
- u. Other similar misconduct not specifically described above.

**5.2 PERSONAL APPEARANCE:** Employees are expected to dress for work in a manner that enhances their ability to perform assigned work and conveys an image of service and professionalism to client citizens. All employees are expected to be neat and clean in attire and modest in appearance so as not to create a distraction. Appropriate attire is determined by the nature of work performed, therefore, department directors have responsibility for establishing specific dress requirements within their department.

If an employee believes that certain dress, attire, or manners of grooming are necessary to adhere to sincerely held religious beliefs or practices, the employee should contact Human Resources and request an accommodation for his/her dress code or grooming standards.

**5.3 VEHICLE USE:** City vehicles are to be used for City business purposes with only de minimis personal use. When the City requires an employee to commute in a City vehicle, the vehicle may be used for de minimis personal use to and from work. Employees who use City vehicles will be subject to taxable fringe benefits for the commuting use unless specifically exempted by the Internal Revenue Service code. The City uses the "IRS Commuting Valuation Rule" in determining the value of commute use.

**5.4 EMPLOYEE IDENTIFICATION:** For benefit of the public and other City employees, all employees are encouraged to have at all times the official City of Olympia employee identification card on their person. Any employee who comes to the City Hall building at 601 Fourth Avenue must have their City Identification to gain access to the building. Other departments or buildings may have additional security or identification needs/requirements.