SECTION IV – CODE OF CONDUCT AND WORKPLACE BEHAVIOR

If you are a union member and your union contract contradicts any of the information in this section, the contract language will take precedence.

4.1 CODE OF CONDUCT/CODE OF ETHICS

City of Freeport employees shall maintain the highest standards of business ethics as they conduct business on behalf of the City of Freeport.

It is the policy of the City of Freeport that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the City of Freeport, is in violation of City of Freeport policy, is unsatisfactory or is offensive will not be tolerated. Employees are expected at all times to conduct themselves in a positive manner to promote the best interests of the City of Freeport. Examples of behavior that may result in disciplinary action, including possible termination, are:

- Treating others in a discourteous manner;
- Wearing clothing inappropriate for the work being performed;
- Failing to report to work punctually at the assigned times, or failing to be at the proper work station ready for work as scheduled;
- Failing to maintain cleanliness and order in the workplace and work areas;
- Fighting with or assaulting others;
- Threatening or intimidation others;
- Falsifying or altering any City of Freeport record or report, such as an application for employment, a medical report, a production record, a time record, a financial record, an absentee report, or a shipping and receiving record;
- Stealing, destroying, defacing or misusing City of Freeport property or another's property;
- Behavior which substantially impairs an employee to effectively do his/her job by reason of its detrimental effect to the employee’s relationship with other employees or the business or reputation of the City whether or not it occurred on the job. Some examples are being convicted of a crime which impairs the desirability of continued employment (ex: theft, fraud, sexual assault, damage to or destruction of company-controlled property, damage to or destruction of another’s property at any time while on duty, willful or reckless conduct during working hours or on the work site which could cause serious loss or damage of property or personal injury or death, etc.), disclosing confidential information without specific authorization, or not responding to an emergency situation.
- Engaging in acts of insubordination including, but not limited to, refusing to follow management’s instructions concerning a job-related matter;
- Using profanity or abusive language;
- Loafing on the job: sleeping on the job, excessive or lengthy personal phone calls, reading for personal pleasure, and stalling to avoid additional work;
- Gambling on City of Freeport property;
- Playing malicious or dangerous pranks or practical jokes, or engaging in horseplay.
- Alcohol and substance abuse;
- Dishonesty;
- Sexual or any other form of illegal harassment;
• Possession of deadly weapons, explosives, or other dangerous items on City of Freeport property, except when issued by the City for use as part of City duties;
• Failure to wear required safety equipment as required by the City;
• Failure or inability of an employee to satisfactorily perform assigned duties to standards set by the City.

This list is not intended to be and should not be considered an all-inclusive listing of inappropriate behavior. Indeed, it would be impossible to list all the circumstances under which discipline may be imposed. The City of Freeport retains complete discretion to administer discipline for behavior it deems inappropriate, whether listed above or not. (The Fire and Police Commission determine and discipline on codes of conduct for those respective departments.)

Any employee who knows of any act prohibited by law or by the City of Freeport's policy or the code of conduct shall report it promptly to the appropriate department head.

The following Code of Ethics shall be applicable to all employees of the City of Freeport:

1. Be dedicated to the concepts of effective and democratic local government. Be responsible to the elected officials and citizens of Freeport.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government and a deep sense of social responsibility as a trusted public servant.
3. Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the employee may merit the trust and respect of the elected and appointed officials, employees, and the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the city staff.
7. Refrain from all political activities which undermine public confidence of the professional staff. Refrain from participation in the election of the employing legislative body.
8. Make it a duty continually to improve the employee's professional ability and to develop the competence that is associated with the given position and profession.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. An employee shall not leverage his or her position for personal gain or benefit.

This employee handbook shall in no way be construed to be a contract for employment and the City reserves the right to terminate any employee at any time with or without cause, subject only to the specific provisions of any labor contract under which the employee may fall, and federal, state and local laws.