



## ADMINISTRATIVE PERSONNEL POLICIES & PROCEDURES

### Policy No. 617: CODE OF CONDUCT & CIVILITY

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#### A. CODE OF CONDUCT

1. All employees are responsible for upholding our commitment to the highest standards of conduct while also following City rules, policies, and practices. The City expects all employees to interact and treat each other with dignity and respect. All City employees shall maintain the utmost standards of personal integrity and truthfulness in carrying out their duties. Any conduct that is contrary to this policy is not acceptable and may result in disciplinary action, up to and including termination.
2. All employees shall perform their official duties in a lawful, professional, and ethical manner; practice responsible stewardship of City resources; and report any conduct or activity that they believe to be in violation of this policy to their supervisor or to the Human Resource Department.
3. A non-exhaustive list of examples of prohibited conduct is listed below. The Employee Code of Conduct may be amended at any time.
  - a. Intentional destruction of City property or of property belonging to another employee;
  - b. Violent acts or threats of violent acts;
  - c. Possession of dangerous or unauthorized materials such as explosives or firearms inside City Buildings (excluding law enforcement);
  - d. Failure to follow the safety standards to ensure the safety and well-being of all employees, customers, and vendors;
  - e. Selling, distributing, offering, possessing, transferring, or using alcohol or illegal/controlled substances during work time or on City property;
  - f. Falsification of timesheets, financial or City documents;
  - g. Falsification of employment documents;
  - h. Unauthorized alteration of City records;
  - i. Violation of any criminal law at any time (excluding minor traffic violations);
  - j. Insubordination;
  - k. Excessive or unscheduled absenteeism/tardiness in reporting to work. Leaving work during business hours without the permission of the Manager/Supervisor and/or Department Director;
  - l. Dishonesty, including lying with regard to work or in an investigation;
  - m. Failure to cooperate with an investigation.
4. All City of Kettering employees are committed to the highest standards of conduct. Our Code of Conduct is the foundation of how we portray public service.

**B. CIVILITY**

1. The City of Kettering is committed to creating a culture of respect and civility where all employees share a commitment to serving the community.
2. Civility requires treating others with dignity and respect. Corrective actions may be taken by Managers to enhance work performance. The language used to correct or reinforce work standards must be respectful and work-related. Civility requires that even the most critical feedback be delivered respectfully and courteously. Examples of civility include, but are not limited to:
  - a. Treating others with dignity, courtesy, respect, and politeness;
  - b. Speaking in tones of voice that are appropriate for the circumstances;
  - c. Managing conflict with others in a respectful manner rather than a confrontational way.
3. Incivility deals with a broad range of behaviors including, but not limited to, unprofessional behavior; rudeness; shouting or swearing; intimidation or bullying; threatening comments or behaviors/actions.
4. Examples of incivility include, but are not limited to:
  - a. Shouting;
  - b. Profane, abusive, aggressive, or violent language directed at an individual or individuals;
  - c. Using props suggestive of violence;
  - d. Slamming doors;
  - e. Throwing objects;
  - f. Insulting, frightening, or intimidating another person;
  - g. Telling inappropriate jokes.

Talking to, counseling, or disciplining employees about their performance or behavior is appropriate and does not amount to prohibited incivility.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

9/10/22  
Date

Mark W. Schwieterman  
Mark W. Schwieterman  
City Manager

Issued:

9.19.22  
Date

Jenny Smith  
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Human Resource Director