



CITY OF SAN ANTONIO

SOLID WASTE MANAGEMENT DEPARTMENT
4410 W. PIEDRAS DRIVE
SAN ANTONIO, TEXAS 78228

Policy and Procedure Approval Form

Policy Title and Number: 02-18 Employee Conduct (Formerly Positive Communication Policy)

Approval(s):

A handwritten signature in black ink, appearing to read 'David W. McCary', written over a horizontal line.

David W. McCary, CPM
Solid Waste Management Department, Director

9/21/16

Date

The rules set forth in this policy supersede the previously published and approved Solid Waste Management Department policy on the topic of employee behavior dated April 13, 2009.

This Approval Form will reside with the finalized policy and procedure in the Solid Waste Management Department's Employee Policy and Procedure Manual.

I. Purpose

This policy identifies the respective responsibilities of the Solid Waste Management Department and its employees regarding conduct and the working environment in accordance with the City's Core Values of Teamwork, Integrity, Innovation and Professionalism.

II. Policy

It is this Solid Waste Management Department's policy that employees maintain a working environment that encourages mutual respect, and promotes civil and professional relationships among employees and is free from all forms of harassment and violence.

III. Responsibilities

Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

Employees have the right to conduct their work without disorderly or undue interference from other employees. The department prohibits employees from violating this right of their co-workers and promotes a productive work environment of respect and professionalism. Therefore, the department prohibits employees from harming or threatening to harm other employees, clients, vendors, visitors or property belonging to any of these parties. This prohibition includes but is not limited to acts such as:

- Spreading gossip or rumors.
- Horseplay
- Inappropriate jokes or teasing.
- Sabotaging another's work or work area.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.
- Display of negative, degrading or objectifying written materials, including swimsuit pictures, posters, etc.

Employees are responsible for maintaining their work area in a neat and professional manner. Employees are responsible for assuring the safety and security of department-provided equipment. Employees concerned for the security and safety of their work area, equipment or themselves must inform their supervisor of such concerns.

The department may take disciplinary action against employees whose conduct violates this or other City or departmental policies and practices. The supervisor should consult the department manager and/or Human Resources on such matters.

IV. Disciplinary Action

Employees who violate this policy will be subject to progressive disciplinary action as outlined Administrative Directive 4.11 Coaching & Discipline.

V. Distribution of the Policy

This is not all inclusive. Employees are responsible for the following: 1) Following practices and procedures not covered within this policy but that are covered within other COSA administrative Directives, procedures, or policy letters. 2) Reporting the violation of all policies.

A copy of this will be provided to all Solid Waste Management department employees. Supervisors will ensure all employees clearly understand the contents of this policy.