	<p>City of Albany Administrative Policy Employee Relations Policy #: HR-ER-20-001 Title: Workplace Respect and Code of Conduct Policy</p>	<p>Human Resources</p>
--	---	-------------------------------

Purpose

To maintain a working environment where all individuals are treated with respect and dignity, and are free of discrimination and harassment.

Workplace harassment manifests itself in two primary ways:

1. Violations of state and federal law (reference City of Albany Workplace Discriminatory Harassment Policy); and
2. Behavior that may not violate law, but which violates this City policy because the behavior is not conducive to creating a work environment where all employees are treated with respect and dignity, which is addressed in this policy.

Policy


It is the policy of the City of Albany that all employees, applicants, contractors, visitors, volunteers, and agents of the City experience a positive, respectful workplace environment free from harassment, disrespect, bullying or aggressive behavior. It is the responsibility of all employees and agents of the City to treat each other, as well as the public, with courtesy and consideration and to promote an atmosphere of mutual respect. Employees have the responsibility of working cooperatively with co-workers to create and maintain a positive, inclusive and supportive work environment.

Examples of harassment may include but are not limited to:

- Verbal or physical conduct that is derogatory or shows hostility towards an individual;
- Behavior that has the purpose or effect of creating an intimidating, hostile, abusive, or offensive workplace environment;
- Behavior that has the purpose or effect of unreasonably interfering with an individual's work performance.

Examples of respectful and professional behavior in the workplace include, but are not limited to:

- Treating and communicating with others with courtesy and in a professional manner;
- Working effectively with others and functioning as part of a team; and
- Constructively and respectfully responding to organizational changes in workplace demographics, procedures, policies, and duties, etc.

	<p>City of Albany Administrative Policy Employee Relations Policy #: HR-ER-20-001 Title: Workplace Respect and Code of Conduct Policy</p>	<p>Human Resources</p>
--	---	-------------------------------

Failure to meet the expected standards of conduct are grounds for disciplinary action, up to and including termination.


Complaint Procedure: Employees are encouraged to talk with the person who has left them feeling disrespected or intimidated, explaining how their behavior is impacting them. If the offensive behavior continues, employees are expected to talk with their supervisor, other manager or a representative from the City’s Human Resources Department. Supervisors and managers are expected to take timely, appropriate corrective actions to bring about resolution and ensure a positive workplace environment where all individuals are treated with respect and dignity, free of discrimination and harassment. (Refer to the Complaint Procedure in City of Albany Workplace Discriminatory Harassment Policy # HR-ER-05-002.)

If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of this policy or the Workplace Discriminatory Harassment policy, you should report the matter immediately to any member of management or a Human Resources representative.

- a. The City will not retaliate against you for filing a complaint in good faith or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers even if accusations are not substantiated.
- b. The City will conduct a prompt and impartial investigation of the reported conduct.
 1. Where investigations confirm the allegations, appropriate corrective action will be taken as provided in these policies, from counseling the employee up to and including discharge.
 2. The affected employee will be informed of the results of the investigation.
 3. Failure to cooperate with an investigation may lead to disciplinary action up to and including the possible termination of employment.
 4. Information provided by individual employees during the course of an investigation will be kept confidential to the extent possible under the law and made available only on a need to know basis.

References

City of Albany Workplace Discriminatory Harassment Policy # HR-ER-05-002

	<p>City of Albany Administrative Policy Employee Relations Policy #: HR-ER-20-001 Title: Workplace Respect and Code of Conduct Policy</p>	<p>Human Resources</p>
--	---	-------------------------------

Review and Authorization

Supercedes:	Created/Amended by/date: DD 01/2015	Effective Date: 04/01/2015
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

Discriminatory Workplace Harassment Complain Form

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes