



City of Medford
Administrative Regulation

Regulation No.: 05-1
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Subject Area: Human Resources
Date of Issue:
Supersedes: new

Title: Conduct in the Workplace

Purpose

The City expects its employees to maintain a high standard of professional conduct during the course of their duties. Therefore, this policy establishes standards of conduct for City employees during the course of daily work, including when in uniform or operating City vehicles, or when representing the City.

Policy

- A. It is the policy of the City, and the responsibility of every employee, to maintain a cooperative, productive and courteous work environment.
- B. Employees are expected to use common sense, patience, courtesy and good judgment in their interpersonal relationships with co-workers, superiors, subordinates, and the public.
- C. Language and conduct used in the work place shall be professional and appropriate. Language shall not be offensive, derogatory, inflammatory, or threatening in nature.

Definition and scope

- A. This administrative regulation applies unless pre-empted by any other federal or state law, city code, administrative rule, or collective bargaining agreement.
- B. Employee conduct subject to this regulation includes the methods used to communicate, such as language, mannerisms, and oral, written, or physical expression.
- C. Inappropriate conduct includes deliberate or repeated behaviors or acts that are demeaning, threatening, offensive or discriminatory, or that disrupt the workplace or impair good working relationships with fellow City employees or the public.

References

- A. Harassment; City of Medford Administrative Regulation 85-9.
- B. Workplace Violence Prevention; City of Medford Administrative Regulation 02-6.

Approved:

/s/ Michael Dyal
Michael Dyal, City Manager

October 5, 2005
Date