

## **Section 300: Employee Conduct**

Public employees are expected to display high standards of performance and ethical conduct. Those who follow careers in the public sector must accept this responsibility and be constantly aware of the impact of their actions. Successful operation of government functions requires public confidence and trust.

To ensure orderly operations and a professional work environment, the City of Lebanon expects employees to follow rules of conduct that will protect the interests and safety of the public, all employees, and the organization. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following chapters list examples of infractions of rules of conduct that may result in disciplinary actions, up to and including termination of the employee.

### **Chapter 300.1: Ethics of Public Employment**

The rules of ethics governing public employees in the State of Ohio are governed by Section 2913 of the Ohio Revised Code. In conjunction with and in addition to the ORC, the City has established the following rules to help each employee and the City maintain a professional and positive image in the community.

- A. All City employees are expected to maintain the highest possible ethical and moral standards and comply with the laws of the State of Ohio, and other rules and regulations as may be set forth by the City. Conduct that interferes with normal City operations, brings discredit to the City, is illegal, or is reasonably offensive to the public or to fellow employees will not be tolerated.
- B. Each employee assumes the responsibility of serving the public in an honest, effective, and friendly manner.
- C. An employee shall not use his or her position for personal gain nor engage in any transaction, business, or any other interest which is in conflict with the proper discharge of official duties.
- D. No employee shall disclose confidential or proprietary information concerning the property, government, or affairs of the City without proper legal authorization.
- E. No employee shall accept any cash and/or gift of value in the form of service, loan, gift card or promise from any person, firm or organization which maintains an interest in any business dealings with the City; or that may tend to influence a municipal employee in the proper discharge of official City duties. An employee who is offered something of substantial value shall report the offer to his or her supervisor as soon as possible after the incident.
- F. An employee shall not engage in any matter which represents a conflict of interest with the City or undermines the integrity of Lebanon Government.
- G. Employees who have any doubt regarding possible violations of the ethical standards set forth herein are advised to consult with their supervisor or the Department / Division Head prior to engaging in any potentially affected activity.

### **Chapter 300.2: Late Arrival**

- A. Employees shall be responsible for reporting to work on time and at the place designated by his or her supervisor.
- B. Late arrival on a regular basis is inexcusable and will not be tolerated. Late arrival is defined as any situation where an employee reports to work after his or her scheduled starting time. Employees who violate this policy will be subject to appropriate disciplinary action.