

	CITY OF AUSTIN EMS DEPARTMENT POLICY MANUAL		202
	CHAPTER 2 – Code of Conduct		
	POLICY TITLE: Responsibility to Coworkers		
	APPLICATION: All Personnel	Effective Date: 10/26/2012	
			Rescinds:

202 – Responsibility to Coworkers

.01 Purpose

Employees are at all times individually responsible for treating coworkers with respect and dignity. The intent of this policy is to clearly state that unprofessional behavior will not be tolerated in the workplace.

.02 Exceptions / Exemptions

None

.03 Policy

A. Relations with Coworkers

1. Mutual Respect and Courtesy
Employees are expected to treat each other with respect. They are to be courteous and civil at all times and perform their duties in a cooperative and supportive manner. Employees will not threaten, display physical aggression toward, or use insolent or abusive language with one another.
2. Supporting Fellow Employees
Employees shall cooperate, support, and assist each other at every opportunity, and shall not publicly criticize the work or the manner of performance of duty of any other employee.

B. Personal Décor in the Work Area

1. Work areas are not to be so adorned that it is difficult to conduct business. Items that are acceptable in the work area include, but are not limited to, personal photos, small objects, rewards, etc.
2. Items which are of an insulting, profane, and demeaning nature are not permitted.
3. Wall area décor which is perceived to be offensive to any employee will be explained by the person displaying the item. If the explanation does not satisfy the offended person, the Chief or designee will make the final decision as to whether or not the item remains in the work area.

C. Electronic Recording of Conversations

Employees will not covertly record the conversations of other employees unless all persons being recorded are aware that they are being recorded and agree to being recorded. When the conversation involves an administrative investigation or disciplinary meeting, permission by only one party to that conversation is required for the conversation to be recorded.

D. Sexual Relationships between Employees

Supervisors are not to engage in any sexual conduct with a subordinate in their direct chain-of-command. If a supervisor and a subordinate begin developing a friendship that is likely to involve sexual conduct, they are both responsible for arranging a transfer before engaging in any sexual conduct. Sexual conduct by any employee in the workplace is strictly prohibited.

E. The Workplace Environment

Employees are responsible for conducting themselves in a professional and ethical manner and for treating coworkers and members of the public with respect and dignity.

1. Discrimination

No person shall knowingly be discriminated against with regards to recruitment, selection, appointment, training, promotion, retention, discipline or other aspects of employment because of race, color, national origin, creed, religion, sex, age, physical or mental disability, sexual orientation, or marital status in accordance with federal, state and local statutes and laws. Additionally, the Department will not discriminate in employment decisions based on an individual's AIDS, AIDS Related Complex, or HIV status; nor will it discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

F. Abusive Conduct

1. Employees shall not use obscene or abusive language or offensive gestures in their communication with coworkers or members of the public.
2. Employees shall not threaten or intimidate coworkers or members of the public; nor shall they physically endanger, intimidate, or injure them.

G. Sexual Harassment

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will be considered sexual harassment when:

- a. Submission to such conduct is made either openly or by implication as a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that person;

or

Such conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

2. No employee shall engage in job related sexual harassment.
3. Sexually oriented jokes, remarks, innuendoes, or gestures, as well as the display or circulation of pictures derogatory to individuals of either gender or sexual orientation may be offensive to other employees and will not be tolerated.

H. Reporting Violations

Any employee who experiences, witnesses, or has knowledge of any job-related discrimination or harassment shall report the situation immediately to any one or more of the following:

- a. Any person in the employee's chain-of-command including the EMS Chief. If the allegation involves a person in the employee's chain-of-command, employees should feel free to report the situation to any other supervisor.
- b. The EMS-HR manager.
- c. The Director of City-HR or HRD Employee Relations
- d. Office of Professional Conduct.