

SOP #6

Salem Public Works Department
Standard Operating Procedures

STANDARDS OF CONDUCT

EFFECTIVE DATE:
September 11, 2000

REVISION DATE:
March 1, 2004

All employees are expected to adhere to professional standards of conduct and performance. The Public Works Department will expect its employees to be the most effective possible and to maintain conduct beyond reproach. This includes daily work site, radio, shop conduct, etc.

Employees shall be courteous in their relationship to the public and each other, avoiding harsh, profane or rude language and manner and shall maintain objective attitudes regardless of provocation. Employees shall not engage in behavior that is discriminatory or offensive.

Employees shall treat superiors, subordinates, co-workers, and associates with respect. Constructive criticism may be discussed with any supervisor in private. "Chain of Command" will be followed at all times.

While working and representing themselves as Public Works employees, they shall not publicly criticize the department, its policies or other employees by talking in a manner which is defamatory, obscene, degrading, and unlawful or tends to interfere with the operation and effectiveness of the department.