

1.5: Workplace Conduct

This policy applies to all employees.

POLICIES AND PROCEDURES

Adams County's goal is to ensure employee professionalism and civility, and to prohibit hostility in the workplace. Therefore, it is the responsibility of each Adams County employee to serve the citizens and fellow employees in a courteous and efficient manner that is consistent with the County's Mission, Vision, Values, Norms, and Goals, in addition to the County's Code of Ethics.

The County expects all employees to observe the highest standards of conduct and integrity in the performance of work-related duties. Creating and maintaining good relations with the public and fellow employees is of primary importance. Behavior that unnecessarily increases any workplace disagreement or workplace tension is unacceptable. All employees are expected to assist in resolving rather than escalating workplace issues. Workplace bullying, including behavior that intimidates, degrades, offends, or humiliates another employee (whether alone or in front of others), is prohibited. Bullying behavior creates feelings of defenselessness in the target and undermines an individual's right to dignity at work.

Further, intentional efforts to harm the reputation or question the integrity of another employee in any manner that is designed to or that does negatively and unnecessarily affect the workplace, violates this standard of acceptable workplace conduct. Any inappropriate behavior, language, jokes, or the use of social media, emails, or text messages that creates an unprofessional workplace environment, even if it does not violate the County's Anti-Harassment, Anti-Retaliation, or Anti-Violence policies, will not be tolerated.