

# WORKPLACE RULES POLICY

## PURPOSE

The County of Monmouth establishes workplace rules and provides guidance to maintain a professional work setting that defines the appropriate conduct and best practices necessary to conduct business and provide effective and efficient public services.

## SCOPE

This policy applies to all full and part-time employees, seasonal and temporary employees, paid and unpaid interns, and volunteers, as well as entities that do business with the County, such as vendors and consultants. Management and Supervisory staff are responsible for assuring that all workplace rules are followed and that the appropriate disciplinary action is recommended and enforced when there is a violation of this policy.

## POLICY

The County of Monmouth expects all employees to follow certain work rules and conduct themselves in ways that protect the interests and safety of all employees, property and County worksites and premises. Employees who break workplace rules may be subject to disciplinary action, up to and including termination of employment.

While it is impossible to list every action that constitutes unacceptable conduct, the following lists some representative examples:

- Boisterous or disruptive activity in the workplace
- Conduct unbecoming a public employee
- Conviction of a crime
- Entering County property without permission during non-scheduled work hours
- Excessive absenteeism or any absence without notice
- Failure to promptly report any issue or concern the employee reasonably believes may constitute a violation of the County's workplace conduct policy
- Falsification or altering County records or reports, such as applications for employment, medical reports, timekeeping records, and expense vouchers
- Fighting or threatening violence in the workplace
- Gambling on County property
- Inability to perform duties
- Incompetency, inefficiency, or failure to perform duties
- Insubordination or other disrespectful conduct
- Neglect of duty
- Negligence or improper conduct leading to damage of County-owned property
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace or on any County premises

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- The possession, distribution, sale, transfer, or use of alcohol, marijuana (whether or not legally obtained), or illegal drugs in the workplace, while on duty, or while operating County-owned vehicles or equipment
- Sexual or other unlawful or unwelcome harassment of any employee, intern, volunteer, contractor, or other member of the public
- Smoking in prohibited areas
- Soliciting or accepting gifts or gratuities relating to an employee's County office or position
- Theft or inappropriate removal or possession of property belonging to co-workers, clients or the County itself
- Unauthorized absence from assigned work location during the workday
- Unauthorized disclosure of confidential information
- Unauthorized use of telephones, mail system, Internet, or other County-owned equipment
- Unsatisfactory performance or conduct
- Violation of departmental or personnel policies
- Violation of safety or health rules
- Working under the influence of alcohol, marijuana (whether or not legally obtained), or illegal drugs
- Other sufficient causes