



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.49
TO: All City Employees
FROM: Marsha I. Grigsby, Interim City Manager
SUBJECT: Disrespectful, Malicious, or Abusive Conduct/Behavior in the Workplace
DATE: May 29, 2002
Supersedes and Replaces Administrative Order 2.49 Dated 4-30-02 Regarding Same Subject

I. PURPOSE

The purpose of this Administrative Order is to establish a formal written policy regarding disrespectful, malicious, or abusive conduct/behavior in the workplace and communicate the City's expectation concerning enforcement of this policy. Any questions regarding this Administrative Order should be directed to the Division of Human Resources/Procurement.

II. POLICY

It is and has always been the policy of the City of Dublin to provide and maintain a professional, businesslike work environment free from disrespectful, malicious, or abusive conduct/behavior. Such conduct/behavior is strictly prohibited and shall not be tolerated. No employee or any member of the public shall be subjected, on any basis (e.g. age, race, gender, pregnancy, disability, sexual orientation, national origin, religion, political affiliation, or any personal characteristics, qualities, or attributes), to any form of disrespectful, malicious, or abusive conduct/behavior, which includes, but is not limited to, insulting, obscene, defamatory, or derogatory statements, comments, or remarks either verbally or in writing. City employees are hereby advised that such conduct/behavior, in many cases, is unlawful and, in all cases, constitutes just cause for disciplinary action. Employees who engage in such conduct/behavior shall be subject to strict disciplinary measures including suspension and/or termination. Strict enforcement of this policy is expected at all managerial/supervisory levels to maintain a workplace free from such conduct/behavior.

III. REPORTING/INVESTIGATORY PROCEDURE

A. Reporting Procedure

An employee who believes he/she has experienced disrespectful, malicious, or abusive conduct/behavior is encouraged to report such conduct/behavior through the applicable grievance procedure in his/her Collective Bargaining Agreement directly to his/her Department/Division Head, or directly to David Harding, Director of Human Resources/Procurement, Renee Telfer, Human Resource Administrator, or Mary Kay Ruwette, Human Resource Administrator. It shall be the employee's right to choose the reporting option with which he/she is most comfortable. The employee's option to report an incident directly to the Division of Human Resources shall not be blocked, restricted, or prohibited in anyway by Department/Division Heads or other supervisory personnel within the employee's Department/Division. Efforts at the Departmental/Divisional level to, in any way, block, restrict, or prohibit the employee's choice to report an incident directly to Human Resources, shall result in disciplinary action.

B. Investigatory Procedure

Upon receiving a report under the procedure referenced in Section III. A. of this Administrative Order, an investigation into the alleged conduct shall be completed in a prompt manner, with a full written report being made to the Director of Human Resources recommending the appropriate action to be taken. Until which time the investigation is completed and the recommendations in the written report are implemented, the identities of the directly involved parties shall be kept as confidential as is reasonable under the circumstances. Following closure of the investigation, the investigation results shall be disclosed directly to the affected parties.

IV. PROTECTION FROM RETALIATION

Employees who report incidents of disrespectful, malicious, or abusive conduct/behavior in accordance with the procedures referenced in Section III. A. of this Administrative Order, are hereby protected from retaliatory conduct/behavior because they reported such incidents. Retaliatory conduct/behavior on the part of Department/Division Heads, supervisors, co-workers, or other employees in many respects is unlawful and shall not be tolerated. Such retaliatory conduct/behavior shall result in severe disciplinary action.