

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and the City of Franklin.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including, termination of employment:

- * Stealing or taking City property or property of other employees without prior authorization
- * Releasing or making known, in any manner, confidential information without authorization
- * Misuse of funds or property
- * Misrepresentation or knowingly providing false information
- * Failure to properly account for City documents or property
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer or use of illegal drugs in the workplace, while on duty or off duty or while operating employer-owned vehicles or equipment
- * Possession, distribution, sale, transfer or use of alcohol in the workplace, while on duty or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Excessive absenteeism or any absence without notice
- * Unsatisfactory performance or conduct
- * Other acts reflecting dishonesty

Since employment with the City of Franklin is based on mutual consent, either you or the City of Franklin has the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

Sexual and Other Unlawful Harassment

The City of Franklin is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment. The City of Franklin will not tolerate any actions, words, jokes or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances
- * Offering employment benefits in exchange for sexual favors
- * Making or threatening reprisals after a negative response to sexual advances
- * Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons or posters
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
- * Verbal sexual advances or propositions
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes, or invitations
- * Physical conduct that includes touching, assaulting or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Department or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including, termination of employment.

Harassment is Prohibited: Federal and state laws and City policy, prohibits harassment of