

# CODE OF CONDUCT POLICY

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- ❖ **T**RUST
- ❖ **H**ELPFULNESS
- ❖ **E**QUALITY



- ❖ **R**ESPECT
- ❖ **O**PPORTUNITY
- ❖ **C**OMMUNICATION
- ❖ **K**NOWLEDGE





# CITY OF LITTLE ROCK EMPLOYEE CODE OF CONDUCT POLICY

## CITY OF LITTLE ROCK VALUES

Employees of the City of Little Rock are expected to demonstrate the highest standards of personal integrity, truthfulness, and honesty in all public activities. The City has adopted the following values that all employees are expected to know and exhibit daily:

**T**rust - Holding ourselves accountable for job performance, actions, behavior and stewardship of the resources entrusted to the City of Little Rock. Creating a secure environment with honest, informative interaction among employees, management and the public which fosters integrity and a lasting working relationship.

**H**elpfulness – Individual and collective dedication of employees to their jobs and the City of Little Rock in providing quality services and infrastructure to meet the needs of the public, co-workers, other departments and elected officials.

**E**quality – Providing a work environment which is fair to all current and prospective employees through equal treatment in employee benefits, promotions, training and daily responsibilities, as well as fair and equitable access for all Little Rock citizens.

**R**espect – Consistently demonstrating a deep regard for the diversity, needs, feelings, beliefs of all people and acknowledge the ideas and opinions of every employee and citizen. Providing an atmosphere of acceptance, free from threat of persecution or discrimination. Adhering to a high standard of ethical conduct. Courtesy in giving and receiving suggestions for improvement and serving others better.

**O**pportunity – Ensuring that employees are given the ability to grow in their careers as they seek to better serve the citizens of Little Rock. Encouraging all citizens to be actively involved in their city government through service on boards and commissions, participation in neighborhood associations and attendance at meetings and public hearings.

**C**ommunication – Engaging in the honest exchange and processing of ideas and information with the public, media, co-workers, other departments and administration. In addition, facilitating an environment in which all parties easily feel comfortable with participating in aforementioned. While embracing new technologies, understanding that face-to-face interactions continue to be vital.

**K**nowledge – Attaining and exhibiting a high level of skills, understanding and best practices needed to serve the public, co-workers, other departments and elected officials. Demonstrating a high degree of proficiency. Striving for occupational growth through training, innovation and participation.





# CITY OF LITTLE ROCK EMPLOYEE CODE OF CONDUCT POLICY

## **PURPOSE AND SCOPE**

It is the policy of the City of Little Rock that in all cases, employees will perform their duties for the benefit of our employees and the public. City employees and officials are expected to demonstrate the highest standards of integrity, impartiality and transparency to foster public confidence and trust in City employees. The purpose of this Code of Conduct is to establish standards of conduct for all officials and employees of the City of Little Rock. All City employees shall adhere to the following Code of Conduct to cultivate public trust and ensure equitable treatment for all. Any employee found in violation of this policy will result in disciplinary action, up to and including termination.

## **RESPONSIBILITIES**

City employees are representatives of public purpose and hold positions and offices for the benefit of the public. Employees are to carry out all applicable laws and policies of the City without bias. Employees will operate with the highest standards of morality and exercise sound decision making processes regardless of personal considerations. Employees will focus on public safety, infrastructure, economic development and the quality of life for the citizens of Little Rock. While public interest is the primary concern, we are also equally accountable to provide a workplace environment that respects the standards and behaviors promoted by our Code of Conduct.

## **PERSONAL APPEARANCE**

Employees shall dress in a manner that creates a good impression upon the people served; the department director has the authority to adopt dress codes within the department, provided that all such dress codes which are adopted must be in writing and prominently posted and/or distributed to all employees.

## **PROFESSIONAL ATTITUDE**

City employees will treat all individuals in a respectful, courteous and professional manner. Employees are a direct representation of the City of Little Rock and will refrain from negatively impacting the reputation of the City and its Departments. Furthermore, employees shall create and maintain positive relationships with citizens, external agencies and other employees of the City of Little Rock.

## **DISCRIMINATION / HARASSMENT**

The City is committed to providing a work environment that is free of discrimination and/or harassment. Harassment of employees and nonemployees is strictly prohibited. All employees are encouraged to act responsibly and to recognize that false accusations of harassment can have serious effects on innocent individuals. As a condition of employment, every employee has an obligation to fully participate and cooperate in harassment and discrimination investigations conducted by the Department of Human Resources or any City Department.



# CITY OF LITTLE ROCK EMPLOYEE CODE OF CONDUCT POLICY

## ANTI-BULLYING POLICY

The purpose of this policy is to communicate to all employees that the City of Little Rock will not tolerate bullying behavior. Such behavior violates Section IX-1.1 of the City's Administrative Personnel Policy and Procedure Manual.

### **DEFINITION:**

The City of Little Rock defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another person(s), at the place of work and/or during the course of employment.

Bullying behavior may include:

- a. **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.
- b. **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- c. **Gesture bullying:** Nonverbal threatening gestures; glances that may convey threatening messages.
- d. **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## WORKPLACE VIOLENCE

The City of Little Rock is committed to providing a safe and healthy workplace for the benefit of its employees and the public. All work related violence or threats of violence both on and off duty will be taken seriously and must be reported immediately. Please refer to the Workplace Violence Policy [Section XI-6.1] in the current Administrative Personnel Policy and Procedure Manual. Supervisors shall record, investigate and report instances or threats of violence to Robin White, Human Resources Risk Manager, at 501-371-4502 or [rmwhite@littlerock.gov](mailto:rmwhite@littlerock.gov).

## DRUG-FREE WORKPLACE

It is the City's intent to provide a drug and alcohol free work environment for employees. In order to ensure a safe and healthy work environment and to comply with the Department of Labor, Drug-Free Workplace Act of 1988, the City has established policies regarding screening of employees for the use of illegal substances, the improper use of legal substances, controlled substances and unlawful use and possession of alcohol. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol while conducting City business on or off City premises is prohibited.



# CITY OF LITTLE ROCK EMPLOYEE CODE OF CONDUCT POLICY

## **DISCLOSURE AND CONFLICT OF INTEREST**

An employee is prohibited from engaging in any business, trade, occupation, or profession which would interfere with the satisfactory performance of his job duties, reflect badly on the City, discredit the employee, or represent a conflict of interest. Employees covered by this policy shall disclose any matters which would, to their knowledge, have a direct or indirect financial impact, as distinguished from the public generally, on them or their relatives. Furthermore, if any employee has a direct interest or shall be a director, officer or employee of or have an ownership in any business entity with a direct interest in any contract or business relationship with the City, they must advise of such to ensure there is no conflict of interest. Employees shall recognize the City as the primary employer and request approval from their supervisor prior to seeking outside employment. An employee can be directed to make a decision relative to their employment if it interferes or creates a conflict of interest with his\her City job responsibilities. For additional regulations regarding this policy please refer to Section I of the City's Administrative Personnel Policy and Procedure Manual on primary employment.

## **GIFTS AND GRATUITIES**

City Employees should not directly or indirectly solicit any gifts. In addition, City employees should neither receive nor accept any unsolicited gifts from vendors under any circumstances which could give the appearance that the gift was intended to influence or was offered in anticipation of preferential treatment or special services. Unsolicited gifts received under these circumstances are prohibited without exception and should be returned to the giver.

For additional regulations regarding gifts and gratuities please reference the City's Procedure Guideline, Index number 1085.

## **USE OF CITY EQUIPMENT/ PROPERTY**

The City of Little Rock provides employees with access to and use of a variety of resources and vehicles. These resources are provided to employees in an effort to allow them to be more efficient, productive and to have access to information and equipment that is necessary for them to carry out their responsibilities as an employee. Employees are expected and required to use these resources in a manner consistent with their position and work responsibilities. All electronic media communications systems and all communications and information transmitted, received by or stored in these systems are the property of the City of Little Rock. Employees should be advised that management reserves the right to monitor electronic equipment or systems usage at any time. Employees have no general right to privacy on City property. The City reserves the right to search all offices and furniture, i.e., desks, file cabinets, bookcases, etc., without advance notice.



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Additionally, employees are reminded that records are subject to the Arkansas Freedom of Information (FOIA) Act.

## **CONFIDENTIALITY**

A position of trust has been conferred upon every authorized person who, as part of their job function, comes in contact with confidential information to keep this information secure and private. City employees are obligated to recognize and adhere to these responsibilities while on or off the job. City employees are required to do the following but not limited to:

- a. Not to expose customers' or employees' confidential information (such as social security number, driver's license number, and credit card data or account information);
- b. To maintain credit card data confidential and in full compliance of the current Payment Card Industry (PCI) Data Security Standards;
- c. Not to expose health information (such as an individual's diagnosis or treatment) as protected by HIPAA privacy and security rules, the Americans with Disabilities Act, and the Family Medical Leave Act;
- d. To password protect mobile devices issued by the City or those authorized to connect to the City's information technology resources. Examples include but are not limited to: mobile phones and laptops;
- e. Not to remove or cause to be removed copies of any official record or report from any file from the office where it is kept except in the performance of his/her duties;
- f. Not to disclose the specifics of non-public City related business to unauthorized personnel;
- g. Not to engage in or permit unauthorized use of any information in files or programs maintained by the City;
- h. To report any violation of this code by anyone to his/her supervisor immediately.

## **POLITICAL ACTIVITY**

City employees may participate in the election process so long as assistance to candidates is rendered on the employee's own time and City property is not involved. Employees are not to endorse candidates in their official capacity as City employees. A person's status as an employee of the City is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements in an official capacity. In order to ensure adherence to this policy, employees are required to comply with the following provisions:

- a. Employees are prohibited from engaging in both partisan and non-partisan political activity, including issue oriented campaigns, during the hours they are performing work for, and being paid by, the City. Political activity prohibited by this subsection includes wearing candidate buttons, shirts or other clothing that purports to support a particular candidate;
- b. Political banners, posters or literature is not allowed to be displayed on or in any City office;



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- c. Political bumper stickers or decals will not be displayed on or in a City car. City vehicles will not be used during or after working hours to promote or assist the candidacy of any person in any way; and
- d. City equipment shall not be used for political campaign purposes. This includes, but is not limited to, telephones (landlines or cellular), computers or City vehicles of any kind.

## **REPORTING FRAUD AND OTHER IRREGULAR ACTIVITIES**

While performing City business, employees should always be alert to situations in which other employees commit or are about to commit acts that violate the law or this Code of Conduct Policy. Unethical or dishonest actions that occur in one sector of our city will reflect poorly upon the City as a whole. Each employee has a responsibility and duty to report any illegal or unethical behavior to his/her immediate supervisor, department director or the Department of Human Resources.

The Arkansas Whistle-Blower Act prohibits a public employer from taking adverse action against a public employee who communicates in good faith to an appropriate authority the existence of waste of public funds, property, or manpower or a violation of law; participates, or gives information, in an investigation, hearing, court proceeding, legislative inquiry, or administrative review; or objects to carrying out a directive the public employee reasonably believes violates the law. This summary contains portions of the Arkansas Whistle-Blower Act. For more information, consult Act 1523 of 1999, as amended, and Ark. Code Ann. §§ 21-1-601 to -610.

## **UNTRUTHFULNESS**

Employees of the City of Little Rock are required to be honest and truthful in all matters related to their scope of employment and the operations of the City. Untruthfulness is defined as knowingly making a false, misleading, or untrue statement. Untruthfulness is a severe violation which is strictly prohibited and may result in discipline up to and including termination.

## **DISSEMINATION**

It is mandatory that all department managers and/or directors issue a copy of the Code of Conduct Policy to every employee under their authority. Acknowledgement must be documented by receipt of the signed Acknowledgement Form issued by the Department of Human Resources. A copy should be provided to the employee and the original should be returned to Human Resources via:

City of Little Rock - Human Resources Department  
500 West Markham Street, Suite 130 West  
Little Rock, AR 72201-1428  
Email: [sedgar@littlerock.gov](mailto:sedgar@littlerock.gov)  
Fax: 501-371-4496



# CITY OF LITTLE ROCK EMPLOYEE CODE OF CONDUCT POLICY

## **ACKNOWLEDGEMENT**

I, (*Print Name*)\_\_\_\_\_ have read, understand and am in compliance with the provisions outlined in the Code of Conduct Policy. I am not aware of any violations at this time. Should I become aware, I will notify my supervisor, department director or the Department of Human Resources immediately.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Department\_\_\_\_\_

Division\_\_\_\_\_

Original Returned to HR | Copy to Employee