

**CITY OF LAUDERHILL
HUMAN RESOURCES AND RISK MANAGEMENT DEPARTMENT**



CODE OF CONDUCT

HR POLICY NO. HR-01
February 12, 2024

SUMMARY OF REVISED, DELETED, OR ADDED CONTENT

Revision	Date	Responsible Department	Description of Change
1	February 12, 2024	Human Resources and Risk Management	Initial Release

APPROVAL

City Manager Signature

Date

CODE OF CONDUCT

1.1 PURPOSE

The City of Lauderhill expects all employees, volunteers, or any individual conducting business on behalf of the City to be keenly aware that they are public servants and to conduct themselves in a manner that exemplifies the City of Lauderhill, its fellow public officials, employees, volunteers, and themselves. This policy will be in direct compliance with the Florida State Statutes, Chapter 112.

1.2 SCOPE

This policy applies to all City of Lauderhill employees, volunteers, and persons associated with the City while on City property, in City vehicles, or while conducting business on behalf of the City. Employees, volunteers, and persons associated with the City are expected to be respectful of all co-workers and members of the public, with the understanding their behavior affects all those around them. This policy extends to conduct which occurs at any location reasonably regarded as an extension of the workplace, such as off-site City-related conferences or social events, or facilities where City business is being discussed. Although this policy does not apply to public officers, all public officers must adhere to the Code of Conduct for Public Officers, Code Section 2-166.

1.3 REFERENCES

1. Florida State Statute – Chapter 112
2. Discipline Policy
3. Code of Conduct for Public Officers, Code Section 2-166

1.4 DEFINITIONS

For the purposes of this policy, understanding the following concepts is important:

1. **Employee:** Individuals employed by the City of Lauderhill in a full-time, part-time, or seasonal status, including interns and charter officers solely for the application of this policy.

1.5 POLICY

All employees, volunteers, and persons associated with the City, shall:

1. Work to foster an atmosphere of respect and civility among colleagues and members of the public
2. Be professional and respectful in all interactions with each other and members of the public, including oral and written transactions
3. Work to promote a work environment that is free from unlawful harassment, discrimination, a hostile work environment, as well as, bullying
4. Refrain from using profanity, intimidation, making disparaging remarks, or towards members of the public in any setting, including, but not limited to public meetings and on social media
5. Refrain from engaging in any form of retaliation

It is the responsibility of all employees, volunteers, and any persons associated with the City conduct themselves in a professional manner and to adhere to established policies and procedures. Any violations of the provisions stated herein by a City employee may result in disciplinary action up to an including termination.

1.6 PROCEDURE

All employees are expected to remember that they are public servants and therefore must conduct themselves accordingly. The City of Lauderhill expects its employees to comply with the following conduct provisions:

1. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not act in any manner that may discredit the City of Lauderhill, its public officials, fellow employees, or themselves.
2. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will avoid conduct and speech which may undermine the efficiency and/or reputation of fellow employees and City of Lauderhill department, divisions, offices, policies, programs, and actions; or that interferes with the reasonable supervision or proper discipline of the City of Lauderhill.
3. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not violate any City policy, provisions of the Charter, City Code, departmental policies or procedures and will explicitly refrain from engaging in any behavior that is of discriminatory, harassing, bullying, or retaliatory in nature that may contribute or foster a hostile work environment.
4. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not violate any lawful and reasonable regulation order or direction made or given by a supervisor, where such violation has amounted to insubordination.
5. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not be intoxicated while on duty, from any source, which affects or impairs their ability to carry out their duties. Possession, consumption or both, of intoxicating beverages or substance (not controlled or used in accordance with a prescription) are strictly prohibited actions.
6. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not be careless or negligent when utilizing City property.
7. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not hinder operations of the City by absenteeism or tardiness.
8. Employees, volunteers, or persons associated with the City conducting business on behalf of the City, will not be absent without leave or will not fail to report to work.
9. Employees, volunteers, or persons associated with the City shall maintain all credentials related to their employment or duties as related to the City.
10. Employees will direct and coordinate their efforts to establish and maintain the highest level of efficiency, morale, and achievement.
11. Employees will conduct themselves in such a professional manner that promotes the greatest degree harmony among various departments/agencies in the City of Lauderhill.
12. Employees will not make any false statement or certification of these policies, or in any manner, commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies with regard to employment, promotion, or any other terms or conditions of employment.

Disciplinary Action:

Employees who violate this policy and/or retaliate against an employee who files, assists, supports, or cooperates in the investigation of violations of this policy are subject to disciplinary action, up to and including termination.

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have read and understood the foregoing policy, rules and conditions governing the use of the City of Lauderhill’s Code of Conduct Policies & Procedures. I understand that a violation of the Policy (HR-01) or any Human Resources policy may result in disciplinary action, including possible termination, and/or legal action.

Employee Signature

Employee Name

Date

Witness/HR Representative Signature

Witness/HR Representative Name

Date
