



CITY OF PROVIDENCE

1.1 CODE OF CONDUCT

Purpose

This Code of Conduct establishes a framework for professional behavior and sets clear expectations for all employees, contractors, volunteers, and any other individuals representing the City of Providence. The purpose of the Code is to foster an environment of respect, integrity, and responsibility, ensuring that everyone associated with the City adheres to the highest standards of ethical behavior and professionalism.

Scope

This policy applies to all employees, applicants, contractors, and volunteers associated with the City of Providence

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a direct conflict between this policy and a provision provided in the CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

Policy

Employees of the City of Providence are responsible for sustaining the highest ethical standards of the City, and of the broader community in which they function. Employees are expected to be respectful of their fellow employees, the City and departmental hierarchies, City procedures as well as City's property; Employees shall be cognizant of, and comply with, the relevant policies, standards, laws and regulations that guide their work.

1. Expected Behaviors

All individuals are expected to:

- A. Act with integrity and honesty: Ensure that all actions and decisions align with the City's standards, policies, and applicable laws.
- B. Respect others: Treat colleagues, constituents, and stakeholders with dignity, fairness, and respect. Discrimination, harassment, bullying, or any form of inappropriate behavior is strictly prohibited.
- C. Maintain confidentiality: Safeguard sensitive City information and respect the confidentiality of colleagues and clients.
- D. Follow City policies and procedures: Adhere to all applicable City policies, including those relating to health and safety, anti-harassment, data privacy, and conflict of interest.
- E. Be accountable: Take ownership of your actions and responsibilities and be willing to correct any mistakes or omissions promptly.
- F. Promote a positive work environment: Foster collaboration, open communication, and a positive, inclusive culture.
- G. Comply with laws and regulations: Ensure compliance with all local, state, and national laws.

2. Unacceptable Behaviors

Acts of misconduct may include, but are **not limited** to the following:

- A. Fraud, theft, vandalism
- B. Threatening behavior- whether blatant or implied
- C. Unauthorized possession of weapons in the workplace or on City property
- D. Harassment or unlawful discrimination in any form, including use of racial epithets



- E. Physical or verbal assault and/or abuse
- F. Consuming or arriving to work under the influence of alcohol, non-prescription drugs, or illegal substances
- G. Operating City vehicles without a valid driver's license
- H. Falsification of employment application and/or qualifications relating to the ability to carry out required job duties
- I. Excessive or chronic tardiness/absences
- J. Leaving work during scheduled shift(s) without authorization
- K. Misuse or unauthorized disclosure of City records or confidential information
- L. Insubordination
- M. Horseplay
- N. Swearing
- O. Careless workmanship
- P. Unauthorized City purchases
- Q. Blatant disrespect for colleagues, management, constituents, and/or vendors
- R. Safety violations
- S. Misuse or unauthorized use of material, production/office equipment, or any other City property for personal use
- T. Intentionally damaging City property
- U. Violation of the Code of Ethics guide and in accordance with state and local law.
- V. Failure to return to work following an expiration of a leave of absence

3. **Reporting Violations**

- A. If you become aware of any conduct that violates this code, it is encouraged to report it promptly. The City has established several methods for reporting violations, including:
 - 1. Reporting directly to a supervisor or manager
 - 2. Using the HR hotline (phone and/or email)
 - 3. Contacting the Department of People and Culture – Employee Experience
- B. Reports will be handled as confidentially as practical, per the circumstances, and no employee shall suffer retaliation for reporting in good faith.
- C. All reports of misconduct will be taken seriously and investigated promptly. The City will take appropriate corrective / disciplinary action, which may include but is not limited to;
 - 1. Counseling,
 - 2. Warning(s),
 - 3. Suspension,
 - 4. Termination of employment
- D. Actions listed herein are applied contingent upon the severity of the violation(s) in conjunction of the City's Discipline Policy.

4. **Compliance**

- A. Adherence to this Code of Conduct is mandatory.
- B. Employees are responsible for understanding and complying with the policy, as well as for supporting a culture of integrity and accountability.
- C. Directors and supervisors are expected to lead by example and enforce the Code fairly and consistently.

Related Policies:

Drug & Alcohol-Free Workplace Policy
Workplace Cleanliness Policy
Appearance Policy
Discipline Policy
Workplace Theft and Misappropriation Policy



Time Clock Policy
Attendance Notification Policy
Arrest Notification Policy
Non-Discrimination and Anti-Harassment Policy
Sexual Misconduct Policy

Other Related Information:

Local 1033 [Collective Bargaining Agreement](#)