		Agenda Item No.		
DATE SUBMITTED	9/16/2022	COUNCIL ACTION	(X)	
SUBMITTED BY	ACM	PUBLIC HEARING REQUIRED RESOLUTION	() (X)	
DATE ACTION REQUIRED	9/21/2022	ORDINANCE 1 ST READING ORDINANCE 2 ND READING	()	
		CITY CLEDV'S INITIALS	()	

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: Abusive Conde	uct Policy					
 Approval of Resolution No. 2022-6 Adopting Abusive Conduct Policy for All City of Imperial Employees. 						
DEPARTMENT INVOLVED: City Manager's Office						
BACKGROUND/SUMMARY:						
In an effort to promote a positive and healthy working environment, the City recommends the adoption of the attached Abusive Conduct Policy. The City expects all employees and officials to behave professionally and treat all other employees, interns, contractors, vendors, visitors and/or members of the public with courtesy, dignity and respect. Conduct prohibited by this policy will be treated as a disciplinary matter and could result in discipline, up to and including termination.						
FISCAL IMPACT: N/A	ADMIN SERV INITIALS					
STAFF RECOMMENDATION: It is staff's recommendation that the Cadopt the policy.	DEPT. INITIALS DEPT.					
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS					
MOTION:						
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:					

RESOLUTION 2022-61

RESOLUTION OF THE CITY COUNCIL ADOPTING ABUSIVE CONDUCT POLICY GOVERNING ALL CITY EMPLOYEES

WHEREAS the City of Imperial maintains a workforce of over one hundred employees; and WHEREAS the City believes in promoting a safe and healthy working environment; and WHEREAS the City Council wishes to establish consistent standards and a policy that promotes such standards.

NOW, THEREFORE, BE IT RESOLVED:

- 1. The above-referenced recitals are true and correct; and
- 2. It is expected that all employees and officials to behave professionally and treat all other employees, interns, contractors, vendors, visitors and/or members of the public with courtesy, dignity and respect.
- 3. Conduct prohibited by this policy will be treated as a disciplinary matter and could result in discipline, up to and including termination.

APPROVED, PASSED AND ADOPTED, at the regular meeting of the City Council this 21st day of September, 2022.

Geoff Dale, Mayor

ATTEST:

City Clerk

POLICY NAME: ABUSIVE CONDUCT	AUTHORITY: CITY OF IMPERIAL
APPLICATION: ALL EMPLOYEES	DATE APPROVED:

City of Imperial is committed to having a positive working environment. The City of Imperial expects all employees to behave professionally and treat all other employees, interns, contractors, vendors, visitors and/or members of the public with courtesy, dignity and respect.

Likewise, abusive conduct towards others in the workplace is prohibited. Abusive conduct is the conduct of an employer or employee in the workplace that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include, but is not limited to, repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

Legitimate, reasonable, and constructive criticism of a worker's performance or behavior, reasonable instructions given to workers in the course of their employment, or good faith employment actions do not amount to conduct prohibited by this policy.

It is recommended that, whenever possible, employees address incidents of incivility or abusive conduct towards them directly with the individual responsible for the behavior. If the employee is not comfortable or able to do that, conduct believed to be in violation of this policy should be reported to a supervisor, manager and/or Human Resources.

The City of Imperial takes all allegations of abusive treatment and conduct seriously, and will address them promptly. The City will not take any adverse employment action against an employee who makes a good faith report of a violation of this policy.

Conduct prohibited by this policy will be treated as a disciplinary matter and could result in discipline, up to and including termination.

Nothing in this policy is intended to restrict an employee's rights to engage in legally protected conduct, such as concerted activity.

Pursuant to AB 20	53, training	on preven	tion of ab	usive co	nduct in the v	vorkplace	e will be provid	bet
to all employees supervisory emplo	•	years, in	addition	to the	harassment	training	requirement	for

Employee Signature

Employee Name

Date

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