

- *Physical bullying:* Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- *Gesture bullying:* Nonverbal threatening gestures or glances that convey threatening messages.
- *Exclusion:* Socially or physically excluding or disregarding a person in work-related activities.

### **SECTION C. EXPLOSIVES, FIREARMS, AND WEAPONS**

The possession of explosives, firearms or any other dangerous weapons at any time on City premises are prohibited, except where expressly permitted.

In consideration of the safety and well-being of all employees and the interest of our employees in carrying firearms on their personal time, the City emphasizes that firearms are prohibited when performing work on behalf of the City in any location, unless firearms are a required part of the employee's uniform. Employees that carry firearms on personal time may not remove such firearms from their personal vehicles, and such personal vehicles must remain locked at all times, while on City property. Failure to abide by this policy may result in discipline, up to and including discharge.

### **SECTION D. CONFLICTS OF INTEREST**

In furtherance of the City Charter and City Ordinances, City employees are expected to act in an ethical manner and avoid conflicts of interest in their dealings. To that end, no employee may directly or indirectly maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the City or that interferes with the employee's ability to discharge his or her duties fully.

All employees are required to disclose in writing to the City Manager any proprietary or financial interest he or she may have in any organization with which the City does business. The City Manager will determine whether a conflict of interest exists.

If an employee becomes aware of a potential conflict of interest with his or her employment, the employee must immediately notify the City Manager of all facts related to the possible conflict. The City Manager will make an initial determination as to whether the employee is disqualified from city employment activities involving a potential conflict and, if necessary, appoint another city employee to fulfill the disqualified employee's duties until the matter is resolved.

### **SECTION E. TECHNOLOGY USE**

All technology systems owned by the City (telephones, facsimile machines, photocopiers, computers, printers, voice mail, e-mail systems, and other technology) are for City business purposes and are provided to further our goals. Employees must use common sense and adhere to appropriate work behavior when using the City's technology systems.