

The following are examples of types of behavior which may result in discipline. This is by no means an exhaustive list, but merely illustrates the type of behavior not consistent with the general code of conduct expected of employees:

1. Drinking alcohol, use of illegal drugs, abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence of or while in possession of alcohol, illegal drugs or other controlled substances.
2. Insubordination
3. Violation of a lawful duty.
4. Dishonesty.
5. Conviction of a felony or misdemeanor involving moral turpitude.
6. Habitual absence or tardiness for any reason.
7. Absence from work without first notifying and securing permission from the appropriate supervisor.
8. Inability, refusal or failure to perform the duties of the assigned job.
9. Misappropriation or illegal use of City supplies, equipment, or time for personal use or gain.
10. Violation of the duties or rules imposed by this manual or any other City rule, regulation, administrative order or applicable state law.

9.2 PERSONAL APPEARANCE AND DRESS

Employees shall wear appropriate attire for their position and department. Most City jobs involve contact with the public and other employees. Dress, grooming, and hygiene standards which are compatible with a professional, business-like atmosphere and which demonstrate respect for co-workers should be observed. A neat and presentable appearance is required at all times while on the job and representing the City of Federal Way.

Should uniforms, safety apparel, or equipment be required for a particular position, they will be provided at City expense as provided for in administrative regulations. Except for exigent circumstances, uniforms identifiable with the City of Federal Way shall only be worn during hours of work or duty.

9.3 TOBACCO USE

Use of tobacco products is prohibited at all times in City facilities, City vehicles, and equipment.