

# NEW CASTLE COUNTY

## PERSONNEL POLICY

NUMBER 5.12

PAGE 1 of 2

DATE 06/27/05

**SUBJECT:** WORKPLACE ENVIRONMENT

**APPROVED:**

*Charlotte L. Cornell*

**OBJECTIVE:** To create a well-balanced work environment that promotes a workplace free of inappropriate, offensive or unethical conduct in violation of County policies, procedures, or law.

**STATEMENT:** New Castle County prohibits violations of any County policies, procedures and laws and will take appropriate steps to ensure compliance and protection of County property and the rights of all employees. New Castle County hereby states its “no tolerance” commitment for inappropriate actions in the workplace relating to sexually explicit or harassing conduct as well as misconduct or misuse of County time, data, equipment, software, supplies, vehicles, and/or facilities. Violation of these policies will lead to disciplinary action up to and including termination, even for the first violation.

1. Every employee is responsible for understanding and complying with all existing policies on telephone usage, electronic mail, voice mail and Internet usage. As a reminder to all employees, compliant with 19 Delaware Code Section 705, New Castle County Government reserves the right to monitor, access, and intercept communications by county employees using county resources, including phones, radios and computers.
2. In addition, workplace environment policies and procedures are also to be understood and followed. These include but are not limited to the policies issued on computers and technology, harassment, gifts and gratuities, political activity on county time and/or with county resources, and workplace violence.
3. Copies of all of these policies are available in the New Castle County Government Personnel Policies and Procedures Book which was originally distributed to all employees in June 2001 and are provided to all new employees during new hire orientation. These policies can also be found on the New Castle County Government intranet (portal) or by contacting the Office of Human Resources.
4. New Castle County Government has an established procedure for receiving, investigating, and resolving complaints relating to any inappropriate workplace conduct. Any reportable incidents are to be brought immediately to the attention of your supervisor, who will respond in accordance with the established procedure. However, should an employee feel uncomfortable reporting infractions to his/her supervisor or believes his/her supervisor will fail to act, the employee should report the incident to the Department General Manager or Row Officer or contact the Office of Human Resources.

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5. This policy should be cross-referenced and administered in conjunction with the following policies:

Discipline Policy, #1.00

Computers and Technology, #4.06 (Revised)

Voice Mail Policy, #5.01

Gifts and Gratuities, #5.04

Workplace Violence, #5.09

Harassment Policy, #5.10

Cellular Telephone, Pager, and Personal Digital Assistant Policy, #5.13 (NEW)

19 Delaware Code Section 705 (House Bill 75)

Political Prohibitions & Penalties (County Code, Section 26.01.019)

### REQUIRED ACTION:

1. Each member of management at every level of New Castle County Government is charged with the responsibility for enforcing these and all policies of the County. Managers and supervisors are required to initiate appropriate action if they become aware of possible violations of these policies, even if the violations are outside of that managers' or supervisors' area of responsibility.
2. If employees in supervisory and managerial positions fail to enforce County policies (regardless of the department or Row Office) in a prompt and fair manner, disciplinary action will be taken.

Established: 06/27/05