



Golden Hours Senior Active Center Code of Conduct, Computer Lab Use Policy, Disciplinary, Grievance and Appeal Procedures

In order to provide the community and users of the Golden Hours Senior Active Center (“Golden Hours” or “Center”) an atmosphere of safety, courtesy and respect, the Ogden City Recreation Division has developed the following Code of Conduct, Disciplinary, Computer Lab use policy and Grievance and Appeal Procedures.

This policy applies to all participants, members, facility users, recognized organizations, groups, visitors, volunteers and staff of the Center (“Center Users”). Center Users are responsible for their conduct while on the premises and are to conduct themselves in a manner that is positive, productive, and mature, without bias or discrimination towards others using the premises.

Center Users have the right to feel safe while attending the Center for any type of event or function whether it is a city sponsored event or an event that is hosted by a second party or by rental of the facility. The Center is a drug, alcohol and smoke-free area.

Golden Hours operates for local active adults 50 years old or older. The Center’s function is as a meeting place where participants can socialize, take part in activities and classes, and receive services that enhance quality of life, facilitate independence and the ability to maintain involvement in the community. The Center also provides a low-cost lunch five days a week in conjunction with Weber Human Services. Golden Hours is cooperatively operated between Ogden City and Weber Human Services.

Golden Hours is part of the Ogden City Recreation Division and is dedicated to providing diverse programs and opportunities with broad appeal that promote mental and physical benefits for active adults in the community 50 years and older.

A government issued identification is required to verify age and address to participate in Golden Hours programs and facility use.

The Center Provides Members:

- Wellness Programs, physical training equipment and classes
- Classes, Activities, Presentations
- Special Events
- Field Trips (due to limited space this is limited to members only).
- Volunteer Activities
- Low-cost lunches
- Information

The Center Does Not Provide:

- Medical Care for Senior Adults
- Medication Distribution
- Daycare of any sort for Senior Adults
- Personal Care or Bathroom Assistance for Senior Adults
- A caretaker must accompany participants who are not able to attend to their personal needs for the duration of their stay.
- Emergency contacts must be listed on the membership card at the time of enrollment.

Golden Hours does not accept the following:

- Nursing Home Patients
- Adult Day Care Patients
- Home Bound Patients or individuals who lack decision making capacity without an appropriate caretaker.

Code of Conduct

It is the policy of Ogden City to ensure compliance with Title VI and Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act, as well as related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subject to discrimination on the basis of race, color, sex, age, religion, disability or national origin.

In order for the Center to function effectively and for Center Users to participate in the Center in safety and comfort, the following Code of Conduct applies:

Center Users must exhibit independence and ability for self-care. Mental disorientation or physical disabilities requiring individual care cannot be accommodated. The Center Supervisor and/or Division Manager or their designees will exercise discretionary judgment as to the Center's ability to accommodate any individual. The Center reserves the right to decline services to individuals if the staff and/or facilities are inadequate for their needs. In such cases, the Center will suggest appropriate resources to care givers. An appropriate evaluation may be required to determine level of functional ability.

All Center Users shall conduct themselves in such a manner that they are not injurious to themselves or others, or cause damage or destruction of property.

Use of the center constitutes an agreement to allow the use of any images of participants at center functions and activities at the center for marketing and other use. Security cameras may be installed in locations where the security of Ogden City property, employees or citizens would be enhanced. The primary use of security cameras will be to record images for future identification of individuals in the event of legal, criminal, or Ogden City policy violations. Video feed may or may not be monitored continuously. Employees, guests or invitees to Ogden City facilities shall not rely on video monitoring for security purposes.

All Center Users shall conduct themselves in such a manner that does not disrupt the programs or have a negative impact on other Center Users' enjoyment of activities and facilities.

Use of tobacco, illegal drugs and alcohol is prohibited inside the senior center. Center users may not utilize the center if they are under the influence of alcohol or illegal drugs or abuse of prescription drugs.

Animals are not allowed in the Center with the exception of qualified A.D.A. service animals and law enforcement animals that otherwise comply with Ogden City animal ordinances and license requirements, including display of license tags pursuant to Section 13-2-2 G. of the Ogden Municipal Code.

No smoking either tobacco or electronic is permitted on the premises, parking lot or adjacent Lester Park as set by local ordinance.

Weapons are strictly prohibited anywhere at the Center. This does not apply to police officers carrying service weapons in accordance with their department policies, or other authorized individuals. Special presentations may be approved.

Soliciting/proselytizing is prohibited at all times.

Center Users shall refrain from any abusive verbal attacks, disparaging remarks or dialogs towards other Center Users, Staff and the general public.

Good personal hygiene and proper attire are required at all times.

Respect for others and observance of good manners are expected at all times. Center Users shall refrain from being a part of persistent conversation or activities that are disruptive to the Center, patrons, staff and programs.

Materials shall not be posted except with the approval of a staff member. No postings may contain political messages or promotions.

Center Users shall keep track of all personal belongings; staff and Ogden City are not responsible for any losses. Staff reserves the right to inspect, due to theft and safety concerns with or without permission excessive baggage, luggage, shopping carts, hand trucks, backpacks. Golden hour has no provision for storage of the aforementioned excessive personal belongings they; would have to remain outside the building.

Non-prescribed hazardous materials are not allowed, Syringes and other prescribed hazardous materials must be disposed of safely and properly.

- Center Users shall refrain from lying down or sleeping in the restrooms or on any floor.
- Center restrooms are not to be used for bathing, shaving, washing clothing, or other personal hygiene.
- Center Users shall conduct themselves in accordance with the City's Discrimination and Sexual Harassment policies, attached.
- Center Users shall understand and abide by the City's Drug and Alcohol Use and Fitness for Duty Policy, attached.
- Center Users shall comply with all applicable, local, state and federal laws and regulations.
- Center Users shall discuss any operational concerns with a staff member.
- Computer Lab users must agree and comply with the Computer Lab user agreement to utilize the computer lab.

Golden Hours Center

Computer Lab Policy

The Golden Hours Center maintains a computer lab for the benefit of Center members, volunteers, visitors and staff. The computers are intended for educational, personal, informational, and recreational uses. The computers may not be used for business purposes or in conjunction with revenue-generating activity or solicitation.

To maximize the ability of all Center users to benefit from the computer lab, and to manage costs, the Golden Hours Center has adopted the following policies governing use of the computer lab, which are hereby incorporated into the Golden Hours Center Code of Conduct. Failure to comply with the computer lab policies, and other aspects of the Code of Conduct, may result in disciplinary action up to and including permanent removal from the computer lab, the Golden Hours Center or a specific program. Disciplinary, Grievance, and Appeal procedures for the Golden Hours Center apply.

1. A patron must have a membership card and be in good standing to use the computer lab. Center Staff is not responsible for educating users outside of instruction in our computer class.
2. No food or beverage is allowed in the computer lab.
3. Headphones are permitted, but volume must be kept low so as not to disturb other users.
4. The computer lab is open Monday through Friday, 8:00 a.m. – 3:30 p.m., and in the evenings from 5:30 p.m. – 8:00 p.m. The computer lab is closed on weekends and holidays. The lab is **not** available for use during times of scheduled classes, such as, educational instruction, or programming that requires use of computers arranged by the Senior Center.
5. During times of high demand, individual computer use is restricted to three (3) hours daily. Users are not allowed to utilize more than one computer at a time.

6. The computer lab and equipment are the property of Ogden City Corporation. Saving personal data or adding/deleting icons or other software programs is strictly prohibited. Ogden City Corporation assumes no responsibility for any damage that may occur to a user's disk, files, or any other personal equipment.

7. Due to the cost of maintaining ink and paper supplies, users are limited to printing a maximum of fifteen (15) pages per day.

8. The Golden Hours Center does not provide general office supplies.

9. If any user abuses or engages in unauthorized use of computers, his or her computer privileges will be denied. If a user refuses a staff request to end problem behavior, the user will be asked to leave the computer lab and/or Golden Hours Center. Staff may call upon the assistance of other and/or supervisory staff, and if the situation escalates, Public Safety staff or police may be called. Inappropriate behavior can lead to temporary suspension of rights up to a permanent suspension to the Center.

10. The Senior Center does not endorse the viewpoints of written materials found in print or in electronic format.

11. Consistent with the Golden Hours Center Code of Conduct, Ogden City has the right to:

- a. Terminate a user's session with or without notice at any time;
- b. Refuse access to users;
- c. Erase without notice any and all of user's files stored on the equipment; Center staff is not responsible for the storage of user's files to different media that is the sole responsibility of the user.
- d. Suspend or refuse access to users who violate any of the stated policy terms;
- e. Utilize surveillance equipment in the computer lab or other areas of the Golden Hours Center.

12. Users agree not to take any actions that constitute inappropriate behavior including, but not limited to the following:

- a. Violating the Golden Hours Center Code of Conduct while using the lab or any other areas of the Golden Hours Senior Center;
- b. Intentionally infect network servers or other computers with a virus;
- c. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the computer network without written authorization from the Golden Hours Center and Ogden City Information Technology.
- d. Sending harassing messages to other computer users through external networks.
- e. Using inappropriate, offensive, or abusive language to other users, or through external networks.
- f. Tampering with or modifying accessed equipment.
- g. Causing intentional damage to computer systems.
- h. Obtaining additional resources not authorized to the individual user.
- i. Depriving other users of authorized resources.
- j. Acquiring access to unauthorized systems.

I acknowledge that I have read and fully understand the Golden Hours Center computer lab policy and agree to comply with all rules and procedures as stated.

I understand that failure to comply with the computer lab policy, and other provisions of the Golden Hours Center Code of Conduct, may result in disciplinary action up to and including permanent removal from the computer lab, the Golden Hours Center or a specific program.

Disciplinary and Appeal Procedures

Golden Hours Senior Active Center

Failure to comply with the Code of Conduct may result in disciplinary action up to and including permanent removal from the Center or a specific program. The severity of the infraction may cause for immediate suspension without warning. When a serious act of misconduct by a Center User occurs the Center Supervisor shall immediately investigate the allegation. He or she shall make a recommendation to the Recreation Division Manager, or his or her designated representative regarding the final disciplinary action. In the interim, the Center Supervisor or designee will impose reasonable restrictions on the Center User until the final action can be determined.

The policies may be enforced and escalate directly to a permanent suspension and or any steps in between depending on the behavior, and or severity of the offense. If the disruption is suspected to be related to mental health or other external factors the appropriate agencies may be contacted for an investigation as required by law. A family member or emergency contact may also be contacted to resolve issues or provide additional information that may clarify any behavior or misconduct.

First Occurrence- Verbal or written, Recreation Manager or designee will review the Code of Conduct with the Center User. The Supervisor or designee will attempt to clarify any issues and outline a program to avoid a repeat occurrence.

Second Occurrence- Recreation Manager or designee will provide written notification of a Second Occurrence and will deliver such notice to the Center User. The Supervisor or designee will attempt to clarify any issues and outline a program to avoid a repeat occurrence. Disciplinary action may include a temporary suspension from Center activities.

Third Occurrence- Recreation Manager or designee will provide written notification of a Third Occurrence and will deliver such notice to the Center User. Disciplinary action may include a temporary or permanent suspension from attendance or participation in any activities at the Center. Two suspensions within a one-year period of time may result in an extended or permanent suspension. Ogden Police Department will be called if necessary. A written suspension notice will be delivered to the Center User. A hearing will be provided to the Center User prior to a suspension of one year or more.

INFORMAL GRIEVANCE/CONFLICT RESOLUTION

Conflicts should be resolved at the lowest possible level and in an informal manner that appropriately reflects respect and good faith between individuals. Any person concerned about a decision by Center staff should attempt to resolve the conflict verbally or in writing by following the appropriate chain of command within the City. The chain of command begins at the Supervisor level and proceeds up through the Public Services Director. Center policies regarding Code of Conduct, Disciplinary and Appeal Procedures shall be made available for review by Center Users. City personnel shall maintain documentation of any informal grievances.

FORMAL GRIEVANCE AND APPEAL PROCEDURES

Any person aggrieved by a decision of the Recreation Manager or designee may appeal to the Director of the Ogden City Public Services Department (“Department Director”) by filing a written notice of appeal with the Department Director no later than (10) days after the date of the decision of the Recreation Manager.

Upon receiving a written appeal, the Department Director shall fix a time and place for the hearing of such appeal. A hearing will be scheduled as soon as reasonably possible. The hearing shall occur no later than thirty (30) days after the appeal has been filed.

The Department Director or his or her designee shall give written notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office, postage prepaid, addressed to such person at his/ her last known address.

A decision will be made at the hearing or within fifteen (15) calendar days of the hearing and shall include notice of further appeal rights. The decision of the Department Director may be appealed through the Ogden City Administrative Hearing Procedure by filing an appeal on a form available in the City Recorder’s Office. An appeal must be filed within fourteen (14) days from the date of the Department Director’s decision.

**Ogden City Golden Hours Senior Active Center
Code of Conduct, Computer Lab Agreement, Disciplinary,
Grievance and Appeal Procedures**

I acknowledge that I have read and fully understand the Golden Hours Center Code of Conduct, Disciplinary, Grievance and Appeal Procedures and agree to comply with all rules and procedures as stated.

I understand that failure to abide by these eligibility requirements and rules for participation may result in corrective measures and/or restrictions, including suspension or revocation of my Center membership and the privileges of such.

I do hereby release and forever discharge Ogden City, its agents, employees, volunteers and affiliates, from any and all actions, causes of actions, liabilities, claims or demands for or by reason of any damage, loss, or injury which may be sustained by me as a result of my participation in Center activities.

NAME (print): _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

PHONE NUMBER: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____ AGE: _____

ISSUING GOVERNMENT IDENTIFICATION: _____

IDENTIFICATION NUMBER: _____ EXPIRATION: _____

SIGNATURE OF MEMBER: _____

DATE: _____

Revised 10-21-16

9-2: SEXUAL HARASSMENT:

A. Prohibited: The city is committed to providing a work environment that is free of discrimination and unlawful sexual harassment. Actions, words, jokes or comments based on an individual's sex will not be tolerated. As a unique form of illegal discrimination, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

B. Forms Of Harassment:

1. Sexual harassment can take many forms. When a supervisor propositions a subordinate, or suggests or makes clear that the acceptance or granting of sexual favors are conditions of employment or future employment, including promotional opportunities, such behavior can constitute sexual harassment and is strictly prohibited by Ogden City.
2. Moreover, sexual harassment can take many direct, less obvious forms. Faxing, posting, sending or displaying sexually connotative pictures, literature or material offensive to another and based on one's sex is entirely unacceptable and is strictly prohibited by Ogden City. Less direct, and more subtle forms of sexual harassment may occur when a supervisor or an employer allows a working environment or condition to exist which is intimidating or hostile on account of one's sex. Such a hostile or intimidating work environment is said to exist when a person's sex is the object of ridicule, putdown, derisive and inappropriate behavior, gesture or commentary. Ogling, staring, smirking and other visual and nonverbal behaviors can serve as a basis of complaints of unwanted, sexual harassment. (Eff. 6-1-1996)

C. Unwanted Behavior Or Action: Whenever behavior or action occurs toward another on the basis of one's sex, which is unwanted, unwelcome and unreciprocated, sexual harassment may occur and is strictly prohibited by Ogden City. Moreover, inappropriate or offensive employee conduct as described in this section shall be subject to disciplinary action, up to and including termination, whether or not the conduct was unwelcome or meets the legal requirements of an actionable sexual harassment claim. (Adm. Order 2005-2, 2-23-2005)

D. Reporting By Employee: Any employee who wants to report an incident of sexual harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact any of the following: the city attorney, the chief administrative officer, the director of management services, the personnel officer or a management member of the city's administration who is of the same sex. Employees can raise concerns and make reports without fear of reprisal.

- E. Investigation: Any supervisor or manager who becomes aware of possible sexual harassment should promptly advise the personnel office or any member of management who will report the concern to the equal employment opportunity (EEO) officer of the city, who is the director of management services. The director of management services will conduct a timely and confidential investigation of all claims or reports of sexual harassment. The director of management services may delegate a representative or agent to conduct fact finding on their behalf and in the interests of timeliness and in accordance with this policy. As part of the investigation, the director of management services or their designee shall meet with the employee bringing the complaint to determine the nature of the harassment, make inquiry about what remedy the employee is seeking, and otherwise determine the focus of the investigation.
- F. Determination Of Harassment: Should the investigation disclose evidence and record exists on which to determine that sexual harassment has occurred, the individual(s) found engaging in such prohibited activity will be subject to serious disciplinary action, up to and including termination of employment. Consideration will be given to the nature of the harassment, the severity of the harassment and the circumstances of the harassment. During an investigation, the department director, with the approval of the director of management services, shall have the authority to temporarily restructure work assignments, change work conditions and separate involved and interested parties in the interest of maintaining a work environment free from any potential threat, hostility or intimidation. While all materials, records and notes about the investigation shall remain confidential, any disciplinary action taken as the result of such investigation shall be made a matter of record in the involved employee's personnel file.
- G. Time Frame Of Investigation: Investigations shall include interviews with individuals involved in, or who have knowledge of the events, circumstances or conditions surrounding any complaint of sexual harassment. Investigations shall be conducted and concluded within reasonable time frames generally not to exceed thirty (30) days. Investigations shall report and record findings of fact, conclusions based upon those facts, including reasonable beliefs supported by evidence and record, and shall make recommendations for action to the director of management services.
- H. Action Of Director: The director of management services shall, upon the completion of an investigation, act within thirty (30) days on the investigation's findings of fact, conclusions and recommendations to determine what, if any, disciplinary action should be taken. The director of management services shall review the investigation with appropriate city counsel and review what action is contemplated. In addition to disciplinary action, the chief administrative officer has the right to direct an appropriate and reasonable remedy to work conditions, or to direct a change in procedures, and otherwise act to correct, modify or change work environments in order to enforce this policy.
- I. Communication Of Conclusion: The director of management services shall communicate the conclusion(s) of the investigation and whatever action is deemed appropriate to the employee bringing the complaint, and shall communicate the same to the employee accused of the harassment. (Eff. 6-1-1996)

9-3: OTHER UNLAWFUL HARASSMENT OR DISCRIMINATION:

- A. Prohibited: The city is committed to providing a work environment that is free of discrimination and any unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, handicap, disability or any other legally protected characteristic will not be tolerated.

- B. Policy: It is the policy of the city to prohibit any unlawful harassment and discrimination. As is stated above in this manual, sexual harassment is illegal and shall be treated as a serious violation of the city's policy and work standards. Other forms of illegal harassment can occur with respect to any legally protected characteristic of an individual. Accordingly, any illegal discrimination or harassment shall also be treated as a serious violation of the city's policy and work standards.

- C. Forms Of Discrimination Or Harassment: Illegal discrimination or harassment can take many forms. Making fun of a coworker based on their mental or physical limitation, or denying an impaired employee access to work areas/services which others enjoy or are authorized to use, are examples of possible illegal discrimination or harassment.

- D. Sexual Orientation And Gender Identity: The city is committed to providing a work environment that is free of discrimination and harassment based on sexual orientation and gender identity. Discriminatory actions, words, jokes or comments based on an individual's sexual orientation or gender identity will not be tolerated. Claims of discrimination and harassment based on sexual orientation or gender identity within city workplaces shall be investigated and remedied administratively as are claims of illegal forms of discrimination and harassment described elsewhere in this section. However, a violation of this subsection shall not be construed as an unlawful act, a violation of a rule or regulation, or otherwise form the basis of a civil cause of action pursuant to the Utah protection of public employees act, Utah Code Annotated section 67-21-1(2011), as amended.

- E. Reporting By Employee: Any employee who believes they have been the victim of any illegal discrimination or harassment, should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact any of the following: the city attorney, the chief administrative officer, the director of management services or the personnel officer. Employees can raise concerns and make reports without fear of reprisal.

- F. Investigation: In accordance with the affirmative action appeals process, the equal employment opportunity (EEO) officer, who is the director of management services, shall conduct an

investigation with respect to all claims and complaints about illegal discrimination or harassment. The director of management services will conduct a timely and confidential investigation of all claims or reports of illegal harassment. The director of management services may delegate a representative or agent to conduct fact finding on their behalf and in the interests of timeliness and in accordance with this policy. As part of the investigation, the director of management services or their designee shall meet with the employee bringing the complaint to determine the nature of the harassment, make inquiry about what remedy the employee is seeking, and otherwise determine the focus of the investigation.

- G. **Illegal Activity Determined:** Should evidence and records in the investigation disclose that illegal activity or action has occurred, appropriate disciplinary action, up to and including discharge, shall be taken by the city to correct and/or resolve a problem. Consideration will be given to the nature, the severity and the circumstances of the harassment. While all materials, records and notes about the investigation shall remain confidential, any disciplinary action taken as the result of such proceeding shall be made a matter of record in the involved employee's personnel file.

- H. **Temporary Restructuring:** During an investigation, the department director, with the approval of the director of management services, shall have the authority to temporarily restructure work assignments, change work conditions, and separate involved and interested parties in the interest of maintaining a work environment free from any potential threat, hostility or intimidation.

- I. **Time Frame Of Investigation:** Investigations shall include interviews with individuals involved in, or who have knowledge of the events, circumstances or conditions surrounding any complaint of harassment or discrimination. Investigations shall be conducted and concluded within reasonable time frames generally not to exceed thirty (30) days. Investigations shall report and record findings of fact, conclusions based upon those facts, including reasonable beliefs supported by evidence and record, and shall make recommendations for action to the director of management services.

- J. **Action Of Director:** The director of management services shall, upon the completion of an investigation, act within thirty (30) days on the investigation's findings of fact, conclusions and recommendations to determine what, if any, disciplinary action should be taken. In addition to disciplinary action, the chief administrative officer has the right to direct an appropriate and reasonable remedy to work conditions, or to direct a change in procedures, and otherwise act to correct, modify or change work environments in order to enforce this policy.

- K. **Communication Of Conclusion:** The director of management services shall communicate the conclusion(s) of the investigation and whatever action is deemed appropriate to the employee bringing the complaint, and shall communicate the same to the employee accused of the harassment. (Adm. Order 2011-4, 3-15-2011)

8-2: DRUG AND ALCOHOL FREE WORKPLACE POLICY:

- A. Policy: Ogden City is committed to providing a workplace that ensures safety and encourages the personal health and productivity of its employees. Ogden City recognizes that substance abuse in the workplace is a threat to the safety, health and job performance of its employees. Ogden City has established this policy to detect and remove abusers of alcohol and drugs from the workplace.
- B. Scope: This drug and alcohol free workplace policy applies to all departments, officials, employees, contract employees, job applicants and volunteers of the city. Employees are required to abide by this policy as a condition of employment. This policy is not intended to create or alter any existing contract, written or verbal, between the city, and its employees, contractors or job applicants. This policy does not change the at will employment status of employees.
- C. Report To Work; Condition: It is the city's desire to provide a drug free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- D. Alcohol Or Drug Use Prohibited: While on the city premises and while conducting city business related activities off the city premises, all employees must be fit for duty and no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Employees may not use, possess, distribute, sell or be under the influence of illegal drugs while off duty. The legal use of prescribed drugs or nonprescription drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace.
- E. Contract Employees; Volunteers: Contract employees, temporary employees and volunteers providing goods or services for and on behalf of the city shall also be subject to the terms and conditions of all policies and procedures involving drug and alcohol testing, including the cancellation or refusal of continued services or work of said volunteer(s) or contract employee(s), who are found to be in violation of these policies.
- F. Employee Responsibilities: Employees bear certain responsibilities and obligations owed to the city as a consequence of the privileges and benefits provided by the city under the terms and conditions of employment. Employees are required to:
1. Comply with all the terms and conditions of the policies in this manual related to the prohibition of the sale, possession, use or distribution of illegal drugs, alcohol or substances, and appropriate use of

prescription drugs, whether connected directly to work activity or in connection with being on call for work while in an off duty status.

2. Report to their supervisor any use of prescription medication which may affect the employee's judgment, performance or behavior.
3. Comply and cooperate with the request to take any alcohol or drug test or medical examination which is requested in accordance with this and other related policies in this manual.
4. Report to their supervisor any use of alcohol or drugs which may affect the employee's judgment, performance or appropriate behavior when called to work from off duty status.
5. Notify supervisors whenever they witness or have information about accidents, injuries or another employee's ability to adequately and safely perform their job duties. Employees who act in good faith to appropriately identify behavior to their supervisor which may indicate another employee may not be fit for duty will be defended, indemnified and held harmless by the city for any and all damages claimed or sustained in the event of litigation.
6. In instances where required by this policy, enter into and comply with a return to work agreement and where required as an ongoing condition of continued employment whether or not directly connected to any disciplinary action or event.

[THIS IS NOT A COMPLETE COPY OF THE POLICY. COMPLETE POLICY IS AVAILABLE UPON REQUEST.]