

County of Gloucester
Human Resources Manual

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 3/7/06
SECTION:	2 – INAPPROPRIATE BEHAVIOR	REVISED: 8/7/13

Employees are expected to conduct themselves in a manner which exhibits a respect for the rights and property of the County, fellow employees, and the general public. While many of these behaviors are addressed under specific policies, the following list, while not all inclusive, further identifies examples of inappropriate behavior:

- (1) Failure to maintain workplace, area cleanliness and orderliness.
- (2) Failure to treat all clients/residents, visitors, and fellow employees in a courteous manner.
- (3) Behavior or conduct which is offensive, undesirable or is subject to disciplinary action.
- (4) Possession of firearms or other weapons on County property or while on official business.
- (5) Insubordination or the refusal by an employee to follow management's instructions concerning job-related matters.
- (6) Gambling on County property.
- (7) Falsifying or altering County records or reports, such as applications for employment, medical reports, production reports, personnel records, time records, expense accounts, absentee reports or shipping and receiving records.
- (8) Smoking where prohibited by ordinance, law, or County rules.
- (9) Horseplay, pranks, or practical jokes.
- (10) Unauthorized sleeping on the job.
- (11) Improper attire or inappropriate personal appearance.
- (12) Engaging in any form of harassment or discrimination.
- (13) Violation of County policies on solicitation or distribution.

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- (14) Soliciting or accepting gratuities from clients/residents.
- (15) Excessive, unnecessary or unauthorized use of County supplies, particularly for personal purposes.
- (16) Fighting or using obscene, abusive, or threatening language or gestures.
- (17) Theft or attempted theft of property from co-workers, clients/residents or the County.
- (18) Failure to maintain the confidentiality of County information.
- (19) Disregarding safety or security regulations.
- (20) Receiving personal mail, catalogs and any other personal business through the County mail system or through personal delivery services (i.e. UPS, Fed Ex, etc.).
- (21) Failure to report absences or report to work when scheduled.
- (22) Being under the influence on County property and at any time during work hours.
- (23) Possession, sale, transfer or use of illegal drugs/alcohol on County property and/or any time during work hours.
- (24) Deliberate destruction or damage to County property.
- (25) Chronic tardiness.
- (26) Failure to adequately perform duties, inefficiency or substandard performance.
- (27) Conviction of a crime.
- (28) Conduct unbecoming a County employee.
- (29) Violation of NJ residency requirements as set forth in P.L. 2011, c. 70