

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

Memorandum

subject: Workplace Conduct and Behavior

date: May 3, 2022

to: All Employees

from: Brenda Abele
Agency Human Resources Administrator

PERSONNEL MEMORANDUM NO. 2016-1 (Reissued from February 1, 2017)

This policy encompasses and therefore supersedes Personnel Memorandum No.85-5A, "Racial, Ethnic and/or Sexual Remarks, Slurs, Humor" dated July 27, 2009.

Employees have the responsibility to treat each other, their supervisors, their customers and the general public with respect and courtesy at all times and to comply with all of the requirements outlined within this policy.

Employees are expected to engage in appropriate and ethical conduct while carrying out official duties and while engaged in off duty activities which directly reflect on the Department.

Related Policies for Reference:

[EX.O-03](#) – Affirmative Action

[EX.O-04](#) – Sexual Harassment Prevention Policy and reporting Procedures

[EX.O-16](#) – Clarification on Freedom of Speech

[EX.O-17](#) - Americans with Disabilities Act (ADA) Policy

[EX.O-18](#) - Non-Discrimination and Anti-Harassment Policy

[EX.O-23](#) – Reporting of Alleged Unauthorized, Illegal, Irregular or Unsafe Handling of State Funds

[EX.O-26](#) – Employment of Relatives

[EX.O-38](#) – Drug Free Workplace Policy

[F&A-07](#) – Employee Use of Department Resources for Personal Reasons is Prohibited

[F&A-10](#) – Code of Ethics

[F&A-10A](#) – Code of Ethics Supplement

[Personnel Memorandum 80-11](#)- Code of Ethics

[Personnel Memorandum 80-16](#) – Managing Prohibited Conduct and Violence in the Workplace

[Personnel Memorandum 81-2](#) – Employee Responsibility Concerning Ability to Perform Duties

[Personnel Memorandum 83-5](#) – Proper Work Attire

[Personnel Memorandum 96-2](#) – Employee Responsibilities Regarding Usage of State Time, Equipment,Supplies and Materials

[DOT Fact-Finding Manual](#)

[Discrimination Complaint Procedure](#)

Definitions:

Workplace: Any and all property owned or operated by the State of Connecticut and such private properties, locations, facilities, or means of transportation at or in which State business, including travel, is conducted.

Work Related: Any action, behavior or condition engaged in or created by an employee, either during working hours or after working hours, on State property or on private property, which either does or has the potential to adversely affect the workplace, other employees, the Department's ability to conduct business or which is detrimental to the best interests of the agency or state.

Standards of Conduct:

- a. Comply with all federal and state laws, regulations and administrative directives;
- b. Comply with all policies and procedures of the Department;
- c. Ensure a safe and secure work environment is maintained;
- d. Remain alert and responsive while on duty;
- e. No employee is authorized to leave work during scheduled work hours without authorization from his/her supervisor, except as is permitted during breaks and lunch;
- f. Report arrest, receipt of a civil summons or conviction that is work related or may impact the employee's ability to perform the essential functions of their job or their employment to Human Resources as soon as possible, but no later than 48 hours after the action is known (i.e.: DUI arrest or conviction if job functions require driving);
- g. Maintain appropriate address and contact information in CORE CT;
- h. Act in a professional manner showing respect to other employees, consultants, vendors and the public;
- i. Be courteous and accommodating in all dealings with the public, to include telephone etiquette;
- j. Exercise rules of good communication and judgment when authorized to speak on behalf of the Department involving your area of expertise;
- k. Maintain good stewardship of all state property and equipment;
- l. Cooperate fully and truthfully in any inquiry or investigation/fact-finding conducted by the Department or any compliance or enforcement agency to the extent required by an employee's collective bargaining agreement and without waiving any rights;
- m. Supervisors and Managers are responsible for implementing and enforcing policies and procedures of the Department and State of Connecticut.

Prohibited Conduct:

- a. Engaging in obscene, intimidating or disrespectful language or behavior;
- b. Verbal or non-verbal behavior either on or off duty, as long as there is a nexus to the workplace, regardless of intention, that a reasonable person may interpret as a sign of hostility, discrimination, or as offensive to those who hear it or see it. Examples include but are not limited to the use or of racial, ethnic, sexual remarks, slurs and/or humor, ethnic or sexual gestures, displaying or sharing inappropriate visuals, photos or videos, such as on a cell phone or other device.
- c. Engaging in unprofessional or illegal behavior, both on or off duty, that reflect negatively on the Department or conflict with the Department's mission;
- d. Engaging in conduct that would conflict with the proper discharge of duties or would create a conflict of interest in the performance of duty;
- e. Engaging in behavior which is sexually, emotionally, or physically harassing toward the public, consultants, vendors or coworkers;
- f. Use of official position, identification or badge to gain personal advantage;
- g. Engaging in behavior that constitutes or gives rise to the appearance of a conflict of interest;
- h. Speak as a representative of the Department unless specifically authorized to do so;
- i. Failure to follow an order;
- j. Misrepresentation of timesheets, records or work product;
- k. Engaging in insubordination.

Discipline:

Employees who violate this policy shall be subject to Fact-Finding by the Human Resources Office of Labor Relations, except in the case of prohibited behaviors related to sexual harassment or protected class discrimination or harassment will be referred to the Office of Equal Opportunity and Diversity (OEOD). Any conduct or behavior in violation of this policy will be subject to appropriate corrective or disciplinary action up to and including dismissal from State service.

Employee Responsibilities:

Each employee shall report any violation of this policy to a supervisor or manager in his/her chain of command except no employee can be compelled to incriminate him or herself. Retaliation against an employee for reporting under this policy is also considered a violation of this policy and will not be tolerated.