

TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 111

Effective: May 26, 2011

Revised: June 27, 2018

**Replaces PI Numbers: 111.2
111.3
111.4**

SUBJECT: EMPLOYEE CONDUCT

PURPOSE: The District requires a workplace where all employees are comfortable, safe and able to perform their assigned tasks to the best of their ability. The District strives to provide all airport users and tenants with efficient, productive and high quality services in a courteous and impartial manner. To achieve these standards, the District sets forth this code of ethics and acceptable employee conduct that will apply equally to all employees, regardless of individual job duties and responsibilities.

POLICY:

1. Harassment. The Truckee Tahoe Airport District is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, the District strictly prohibits all forms of unlawful harassment, including harassment on the basis of age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding, and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits unlawful harassment by any employee of the District, including supervisors and coworkers. The General Manager and the HR Manager will see that procedures are in place to explicitly define harassment, ensure that all employees are adequately familiar with the issue, and communicate the complaint process and disciplinary procedures.
2. Standards of Conduct will be codified by the General Manager and included in the Employee Handbook.
3. Responsibility of Ethical Conduct. It is the responsibility of all Truckee Tahoe Airport District (TTAD) employees to engage in ethical behavior and practices. Every employee is responsible for both the actual and perceived conflict of interest that may arise as a result of the employee's actions and it is the employee's responsibility to reduce or eliminate to the extent possible such actual and perceived conflicts of interest.

4. General Rule Regarding Conflict of Interest. Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would tend to impair their independence, judgment, or action in the performance of such duties.
5. Acceptance of Favors, Gifts, and Gratuities. TTAD employees shall not accept money or other consideration or favors from anyone other than TTAD for the performance of an act which they would be required or expected to perform in the regular course of their duties. This prohibition would not normally include items such as plaques, souvenirs, or mementos of nominal value often associated with a given event. Persons shall not accept gifts, gratuities or favors of any kind which might reasonably be interpreted as an attempt to influence their actions with respect to TTAD business.
6. Collateral or Outside Employment. TTAD employees shall not engage in or solicit any collateral employment or business activity which is incompatible or in conflict with the duties, functions, or responsibilities of the District, the Board of Directors, Airport Staff, or the employee. Activities which may constitute a conflict include: use of TTAD time, facilities, equipment and supplies, or the use of a badge, uniform, prestige or influence of TTAD for private gain or advantage. An employee shall not engage in any collateral business activity or employment, which, by its nature, hours or physical demands, would impair the required quality or quantity of the employee's work with the Airport; impair the employee's independence of judgment or action in the performance of judgment or action in the performance of official duties; reduce the effectiveness or efficiency of the employee's department; reflect discredit on the District; or tend to increase the District's payments for Sick Leave, Worker's Compensation benefits, Long Term Disability or Industrial Leave benefits.
7. Use of TTAD Employment and Facilities for Private Gain.

TTAD employees shall not use, for private gain or advantage, their TTAD time or the TTAD's facilities, equipment or supplies.

 - A. District labor, equipment, computer equipment, copying machines, television, facsimile, telephones, materials and supplies shall not be used for personal or private purposes, either on District premises or elsewhere, by District employees unless specifically authorized to do so by the General Manager.
 - B. All employees who violate this regulation are subject to discipline including termination and criminal prosecution.
 - C. All employees shall be informed of the provisions of this regulation.

In addition, TTAD employees shall not use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

8. Use of Confidential Information. TTAD employees shall not use confidential information acquired by, or available, to them in the course of their employment with the District for speculation or personal gain. TTAD employees shall uphold the public's right to know, and *in* accordance with the

Ralph M. Brown Act, uphold the public's right to know not only the decisions taken, but also the deliberations which shape public policies. TTAD employees shall not disclose confidential personnel information acquired by or available to them in the course of their employment with TTAD except in the performance of their duties as required by law.

9. Personal Investments. In accordance with Government Code Section 87100 et seq., TTAD employees shall not make personal investments in enterprises which they have reason to believe may be involved in decisions or recommendations to be made by them, or under their supervision, or which will otherwise create conflict between their private interests and the public interest.
10. Equal Employment. TTAD employees shall not, in the performance of their responsibilities, discriminate against any person based on a protected class or other non-merit factors, and they shall cooperate in achieving the equal employment opportunity and affirmative action goals and objectives of the District.
11. Reporting of Improper Activities. TTAD employees are strongly encouraged to fulfill their own moral obligations to the District by disclosing to the extent not expressly prohibited by law, improper activities within their knowledge. Employees are encouraged to contact District management with this information.
12. Improper Use of Influence or Authority. No Board member, appointed committee member or employee of the District shall directly, or indirectly, use or attempt to use, the authority or influence of such Board members or employees for the purpose of intimidating, threatening, coercing, commanding, or influencing any person with the intent of interfering with that person's duty to disclose such improper activity.
13. Duty to Disclose. Every employee shall extent of any interest, immediately disclose the nature and direct or indirect, which may conflict with his responsibility or duty, or which, because of his position, may influence a decision to the benefit of the organization in which he has an interest. Such disclosure shall be in the form of a memorandum to the General Manager.
14. Duty to Cooperate. Every employee shall cooperate fully with judicial bodies and courts, and with lawfully constituted investigative commissions, committees, bodies and juries; appear before them upon request; and answer all questions concerning his conduct or his performance of duties or matters within his knowledge pertaining to the property, government or affairs of TTAD. Failure to do so shall be cause for appropriate disciplinary action, including possible dismissal from district service.
15. Failure to Comply. Failure to comply with this Policy Instruction could result in disciplinary action up to and including termination.

Rick Stephens, President