



TACOMA HOUSING AUTHORITY

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| Policy No. | HR-10.05 |
| Policy | General Conduct |
| Date | May 26, 2009 |

1. Purpose

The policy describes THA's general expectations for the conduct of each employee toward co-workers, clients, and the public. These expectations will help establish and maintain a productive and enjoyable workplace. They will make THA more effective in its mission.

2. Sources of Policy

[No entry]

3. Scope of Policy

This policy applies to all THA employees.

4. Who is Responsible for Implementing Policy

| Who | Responsibilities |
|--------------------|---|
| <i>All staff</i> | All staff members are responsible for complying with this policy and helping other staff do so. |
| <i>Supervisors</i> | Supervisors should consider these expectations when monitoring or evaluating staff job performance. |

5. Definitions

[No entry]

6. Forms Associated with this Policy

[No entry]

7. Policy

THA expects all staff while at work to conduct themselves toward their co-workers, clients, and the public using the following general standards of behavior:

- ▶ Honesty;
- ▶ Politeness and respect;
- ▶ Compliance with directions from supervisors;
- ▶ Compliance with the law.