



419 Cherry St. Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

**Lansing Housing Commission
Policy No. 2009-06
Workplace Misconduct Policy**

WORKPLACE MISCONDUCT POLICY

A. Policy

LHC promotes and supports the individual human dignity of all its employees. It is the intent of the LHC to provide a work environment free from workplace misconduct. All employees are expected to be sensitive to and respectful of their co-workers and others with whom they come into contact while representing the LHC.

B. Workplace Misconduct:

Workplace misconduct, which does not meet the definition of discriminatory harassment as described in Policy No. 2009-05, is inappropriate or offensive conduct and is unwelcome, unsolicited and disrespectful of the individual. Workplace misconduct is prohibited by the LHC. Examples of workplace misconduct would be joking, teasing, spreading rumors, yelling, cursing, threatening, or conduct which has not become pervasive or egregious enough to meet the legal definition of discriminatory harassment.

LHC strongly urges employees to use the workplace misconduct reporting procedure to report all incidents of workplace misconduct as soon as possible.

C. Retaliation Prohibited

The LHC will not tolerate any retaliation against any employee for making a complaint, bringing inappropriate conduct to the LHC's attention, or for participating in an investigation of an alleged act of harassment. Employees who believe they have been the victim of prohibited

D. Complaint Reporting and Investigation

The LHC takes matters of workplace misconduct very seriously and is committed to diligently enforcing this policy by promptly and impartially investigating all complaints. When workplace misconduct is discovered, LHC shall take appropriate disciplinary action, up to and including termination. Any employee who believes that workplace misconduct has occurred should immediately report the incident to his/her Supervisor. If the Supervisor is the alleged wrongdoer, the complaint shall be made to Human Resources. Absolute confidentiality cannot be guaranteed.

However, every effort will be made to handle all complaints and investigations with as much discretion and confidentiality as circumstances permit.

The investigation shall be conducted by the Human Resource Office or designee.

Any supervisor or manager who learns of or receives a complaint of workplace misconduct shall report it to the Human Resources office. The Supervisor, upon being informed about a workplace misconduct complaint, shall take immediate and appropriate action to ensure any inappropriate behavior is not repeated during the investigation and that no retaliation occurs.

An employee found to have knowingly or recklessly reported a false complaint of workplace misconduct or provided false information regarding a complaint may be subject to disciplinary action up to and including termination.