

Kansas Department of Agriculture Policy on Professional Conduct

As a condition of employment, all employees of the Kansas Department of Agriculture (the "Department") are to be appropriate in their behavior and be respectful of their co-workers and the customers and vendors served and utilized by the Department. Inappropriate, insulting, demeaning, disparaging, or threatening behavior in the workplace towards Department employees, customers, or vendors will not be tolerated.

In particular, employees shall not engage in or tolerate any form of harassment, including sexual harassment as defined by Department policy, or behavior that demonstrates hostility towards another individual because of race; color; religion; national origin; ancestry; genetic information; age; disability status; gender; pregnancy, childbirth, or a related medical condition; sexual orientation; gender identity or expression; military or veteran status; marital or family status; or political affiliation. Harassing behavior may include slurs, telling or circulating jokes, sharing inappropriate materials or making comments of a sexual nature, or making what could be reasonably determined to be inappropriate comments based on the characteristics of a person. Additionally, the Department will not tolerate inappropriate conduct that by itself does not rise to legally definable harassment. The Kansas statutes set forth personal conduct that may be grounds for formal disciplinary action. Specifically:

K.S.A. 75-2949e(a)(4), "failure to maintain satisfactory and harmonious relationships with the public and fellow employees;"

K.S.A. 75-2949f(f), "participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency, institution, department or any other segment of state government...,"

K.S.A. 75-2949f(p), "exhibiting other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety of persons or property of others, as may be determined by the appointing authority."

Employees who experience or observe conduct they believe to be contrary to this policy must immediately report that conduct to their immediate supervisor, Program Manager, or the Department's Human Resources Office. Instances of inappropriate behavior observed by or reported to immediate supervisors or higher-level supervisors must be immediately reported to the Department's Human Resources Office for investigation.

It shall also be contrary to this policy to retaliate against any person who files a complaint, appears as a witness, or provides information in the investigation of a complaint.

Any employee who has been found in violation of this policy may be subject to appropriate disciplinary action, up to and including termination.

Michael M. Beam

Michael M. Beam, Secretary of Agriculture

October 24, 2019

Date

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