

Maplewood Parks & Recreation Department

Code of Conduct & Ethics Policy

Effective January 1, 2026 | Applies to all full-time, part-time, seasonal, and volunteer staff

The Maplewood Parks & Recreation Department is committed to maintaining a workplace where all employees, volunteers, and community members are treated with dignity and respect. This Code of Conduct outlines the standards of behavior expected of everyone representing our department.

1. Professionalism

Respectful Conduct

Treat all colleagues, supervisors, subordinates, and members of the public with courtesy and professionalism at all times. Disagreements should be handled constructively and through appropriate channels.

Representation

When on duty or representing the department, employees are ambassadors of the City of Maplewood. Public statements, social media posts, and conduct in uniform must reflect this responsibility.

2. Equal Opportunity & Non-Discrimination

Non-Discrimination

The department prohibits discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law.

Harassment

Harassment of any kind — including sexual harassment, bullying, or hostile conduct based on a protected characteristic — is strictly prohibited. This applies to in-person and digital communications.

3. Conflicts of Interest

Outside Employment

Employees must disclose outside employment or business interests that could conflict with their duties. Approval from the department director is required before accepting outside work.

Gifts & Gratuities

Employees may not accept gifts, gratuities, or anything of value from vendors, contractors, or members of the public in connection with their official duties. Nominal gifts (under \$20) may be accepted and should be reported to HR.

4. Use of Public Resources

City Property

City equipment, vehicles, facilities, and supplies are to be used for official business only. Personal use requires written supervisor approval. Misuse or theft of City property is grounds for immediate termination.

Confidentiality

Employees may not disclose confidential City, personnel, or citizen information except as required by their duties. This obligation continues after employment ends.

5. Reporting & Non-Retaliation

Reporting Obligations

Employees who witness or experience violations of this Code are encouraged to report them to their supervisor, the HR Director, or the City Ethics Hotline (anonymous reporting available at maplewood.gov/ethics).

Non-Retaliation

Retaliation against anyone who reports a suspected violation in good faith is prohibited and will itself be subject to disciplinary action.

6. Violations & Consequences

Disciplinary Action

Violations of this Code may result in disciplinary action up to and including termination of employment, and in some cases referral for criminal prosecution. The severity of the response will be proportionate to the nature of the violation.

Acknowledgment of Receipt

By signing below, I confirm that I have read and understood the Code of Conduct & Ethics Policy and agree to abide by its standards.

Employee Signature: _____ Date: _____

Printed Name: _____ Employee ID: _____