

HILLSBOROUGH COUNTY AVIATION AUTHORITY POLICY

600: HUMAN RESOURCES

Effective: 06/06/02

GENERAL

Revised: 03/04/04

09/03/26

P603: Workplace Environment

PURPOSE: -To establish a policy regarding workplace activity and the workplace environment.

LEGAL CONSIDERATIONS: -The Florida Clean Indoor Air Act, Section 386.201, Florida Statutes, et. seq., prohibits smoking in an enclosed indoor workplace.

Florida's Drug-Free Workplace Act, Section 112.0455, Florida Statutes, provides standards to be followed by employers in administering employee drug testing policies and procedures.

POLICY: -The Authority will maintain a healthy, safe and secure work environment for all employees. To achieve this, the following policy statements are adopted:

A. Drug Free Workplace – The Authority will maintain a work force free from use of illegal drugs and abuse of alcohol on the job.



B. Workplace Smoking – Smoking, including electronic or vapor cigarettes/devices and other nicotine dispensing devices, is prohibited so as to provide a clean and safe work environment.



C. Workplace Violence Prevention – The Authority will maintain an environment that has a zero tolerance for all forms of violence, including workplace violence. Prohibited conduct includes, but is not limited to:

- Physical assault or battery;
- Threats of violence;
- Intimidation or coercion;
- Harassing or stalking behavior;
- Possession of weapons in violation of law or Authority Policy;
- Destruction of Authority property; and
- Any conduct that causes a reasonable fear of injury to persons or property.

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—Employees have a duty to report threats, violent acts, or suspicious behavior to management or law enforcement when appropriate.

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—Communication – Information dissemination to Authority employees is critical to the Authority’s success and is a cornerstone to employee relations. Employees are expected to communicate professionally, respectfully, and honestly with coworkers, supervisors, customers, vendors, and others.

D. Employees shall promptly review and comply with official Authority communications, Policies, Standard Procedures, Operating Directives, and work-related instructions.

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—Dress and appearance – Employees of the Authority will maintain their dress and appearance in a manner that reflects a professional image of the Authority. The Authority will reasonably accommodate dress and grooming practices as required by law.

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E.

Employees have a duty to comply with all provisions of this Policy. Violations of this Policy may result in corrective action, disciplinary action, or termination of employment, subject to applicable laws, regulations, collective bargaining agreements, and Authority Policies and Standard Procedures.

This Policy applies to conduct occurring on Authority property, during Authority business, while working remotely, during work-related travel, and through electronic communications and virtual work platforms.