

## **Professional Conduct Policy Policy 08-01**

The intent of this policy is to ensure that: 1) employees meet the Town's legitimate expectations in the areas of performance and behavior **and comply with all provisions of Local and State Law, particularly those regulating public integrity**; 2) employees whose performance or behaviors are deficient are provided with the necessary assistance and motivation to meet the Town's expectations; and 3) disciplinary action initiated against an employee is fair and appropriate. This policy applies to all employees and officials, whether elected, appointed, paid or volunteer.

Town employees and officials are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard for their responsibilities, the interests of the Town and the welfare of its residents and their fellow employees. Employees and officials should respect and treat each other in a professional and positive manner; maintain a constructive, creative, and practical attitude; a deep sense of social responsibility as a trusted public servant; recognize that the chief function of local government at all times is to serve the best interests of all people and seek to improve the quality and image of public service.

**Town employees and Officials will work with elected and appointed committees, including volunteer or ad hoc committees and their members, in an equal and unbiased manner, ensuring that all pertinent information for Committee review is shared on a timely and equitable basis.**

All employees are expected to dress and groom in accordance with accepted professional business standards, particularly if your job involves dealing with customers and/or visitors. Casual dress is defined as business casual and is not meant to include sneakers, denim pants [excluding Fridays as per the Selectmen's approval], shorts, jogging suits or sweat shirt material, halter-type tops or t-shirts with or without logos or pictures imprinted on them. It is understood that employees will dress as is expected when they are meeting with representatives and/or officials or are representing the Town at an outside meeting or event.

All employees have an obligation to be present at work as required and to be absent from the workplace only with proper authorization; to carry out their duties in an efficient and competent manner, and maintain specified standards of performance; to comply with reasonable employer instructions and policies and to work as directed; to respect the privacy of individuals and use confidential information only for the purpose for which it was intended; to incur no liability on the part of the Town without proper authorization; and, to maintain all qualifications necessary for the performance of their duties legally and efficiently.

Failure of an employee to behave in a manner consistent with the standards of conduct and all applicable policies may result in disciplinary action. The Town shall utilize a fair and equitable process in reviewing an employee's alleged violation of these standards and policies, and may discipline the employee in a manner appropriate given the alleged violation.