

# **Town of North Attleborough**

## **Employee Code of Professional Conduct**

### **Adopted by the Board of Selectmen on June 18, 2015**

The Town of North Attleborough seeks to provide professional and positive experiences for those visiting and working in all Town facilities and with all Town personnel. In addition, the Town supports a workplace that is conducive to personal safety and security and free from intimidation, threats or acts of violence. The Town does not tolerate workplace violence including threats of violence by anyone who conducts business in or works for the Town.

This policy outlines expected conduct for all employees as they perform their duties on behalf of the Town of North Attleborough.

- Employees, elected & appointed officials and volunteers should be familiar with and adhere to the Town's Policy Relating to Sexual Harassment, Bullying and Other Forms of Harassment. The Town will not tolerate harassing conduct which interferes with an individual's performance or creates an intimidating, bullying, hostile or offensive environment for visitors or staff.
- Adhere to the Massachusetts General Law (M.G.L.) State Ethics requirements distributed annually to all employees, elected and appointed officials.
- Adhere to the Town's Social Media Policy, the purpose of which is to remind employees that they should use proper discretion when discussing employment related matters on social media sites.
- Using tobacco products, drinking alcohol or being under the influence of illegal substances is prohibited while conducting work on behalf of the Town.
- Respect town buildings and facilities including public and personal property.
- Avoid causing disturbances or disruptions.
- Be courteous and respectful when interacting with others.
- Do not engage in any lewd or offensive behavior.
- Any form of violence is prohibited.
- Maintain a work environment characterized by cooperation and contribution to the common good of the Town.
- Display professional appearance (e.g. clean and neat clothing and personal grooming) that is appropriate for a business setting.
- Show a willingness to assist others when needed.
- Maintain confidentiality of any information gained through employment with the Town.
- Respect the privacy of individuals and use confidential information only for the purposes for which it was intended.
- Treat the public in a respectful and positive manner. Engage in safe and appropriate behavior at all times.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. The list is not intended to be exhaustive:

- Behaviors and actions that may be offensive to staff or the public (e.g. bullying, racial or ethnic slurs, sexually harassing remarks, obscene or abusive language, threats, or physical

violence) that a reasonable person would find intimidating, humiliating, offensive, or that adversely affect work performance.

- Physically aggressive behaviors and gestures directed at staff or the public that would place a reasonable person in fear, and/or that adversely affects staff work productivity.
- Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety or welfare of any employee or the public.
- Intentionally interfering with the freedom of movement of another person.
- Theft or inappropriate removal or possession of property.
- Possession of dangerous or unauthorized materials, such as explosives, firearms or other weapons in the workplace.
- Working under the influence of alcohol or drugs. Any employee taking medication should consult a medical professional to determine whether the medication may affect his or her personal safety or the safety of others or the ability to perform the essential functions of the job and advise supervisor of any job limitations.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace.

Any violations of the code of conduct should be brought to the attention of the Department Head/Board Chairman, who will consult with Human Resources prior to determining appropriate action.