

Employee Professional Conduct Policy

All Town employees are expected to act honestly, conscientiously, reasonably and in good faith while having regard to their responsibilities, the interests of the Town and the welfare of its residents.

- 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 purposes for which it was intended;
- to neither use; nor allow the use of Town property, resources, or funds for other than authorized purposes;
- to incur no liability on the part of the Town without proper authorization; to maintain all qualifications necessary for the performance of their duties legally and efficiently;
- to maintain a professional and respectful image to co-workers and the public;
- to project a positive and professional image of the Town; and
- to work cohesively and cooperatively with fellow employees, inter-departmental staff, elected and appointed officials and volunteers to accomplish organization wide directives, goals and tasks requiring mutual coordination, within the context of each employee's authority.

The intent of this policy is to ensure that employees meet the Town's legitimate expectations in the areas of performance and behavior. Failure to behave in a manner consistent with this policy, may result in disciplinary action being initiated against the offending employee. The Town shall utilize a fair and equitable process in reviewing an employee's alleged violation of these standards and policies and shall discipline the employee, if called for, in a manner appropriate given the alleged violation.

June 22, 2022