

# Town of Windham

## Standards of Conduct Policy

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### **I. Policy Statement:**

The Town expects every employee to follow basic, common-sense rules of conduct that will protect everyone's safety and security, as well as the Town's legitimate business interests.

### **II. Governance**

In accordance with Town's Code of Conduct, found in Article VIII, Section 1 of the Town's Personnel Policy Handbook, "The Town of Windham is concerned for the safety, well-being, and professionalism of its employees. Every employee has the responsibility to behave in a courteous and professional manner, and to conduct their public and private affairs in a manner that will reflect positively on the Town and its people."

### **III. Applicability**

The policy applies to every employee of the Town.

### **IV. Prohibited Behavior:**

It is not possible to list all the forms of prohibited behavior, but below are examples of unacceptable behavior that may lead to disciplinary action up to and including termination of employment, in the discretion of the Town. The following list is not all-inclusive:

- Falsification of employment records, employment information or work-related information of the Town;
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any time report, whether yours or another employee's;
- Theft or the deliberate or careless damage of the Town's property or the property of any employee, visitor or other third-party involved in the Town's business operations;
- Use or removal of materials, supplies, tools or products of the Town, a visitor or third-party involved in the Town's business operations without advanced permission from management;
- Provoking an altercation or engaging in physical fighting in the work environment, during working hours, at a work event or on premises owned or occupied by the Town;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by the Town, unless otherwise permitted by applicable law;
- Using abusive, violent, threatening or vulgar language at any time in the work environment, during working hours or while on premises owned or occupied by the Town;

- Absence of three (3) consecutive scheduled workdays without prior notice to the Town;
- Making knowingly false statements concerning the Town or any employee or third-party involved in the Town's business operations;
- Failing to obtain permission from your supervisor to leave work or be offline during scheduled working time (not including legally required meal and rest breaks) unless the reason is legally protected;
- Failing to observe working schedules, including meal and rest breaks;
- Abusing or misusing paid sick leave (for employees subject to mandatory sick leave laws, please refer to the provisions of the applicable policy or posting concerning sick leave);
- Working overtime without authorization or refusing to work assigned hours;
- Violating any policy, rule or procedure of the Town;
- Failure to demonstrate immediate and consistent improvement in poor work performance;
- Refusal to perform assigned duties as requested by a supervisor unless unsafe or contrary to Town policies or procedures;
- Use, consumption or possession of intoxicating beverages or illegal drugs on the Town premises, during working hours, or a work event, or otherwise violating the Town's Drug and Alcohol-Free Workplace Policy; or
- Discrimination or harassment in violation of our EEO or Freedom from Harassment Policy against any employee, client, contractor, visitor, or other individual involved in the operations of the Town based upon race, religion, age, sex, national origin, disability or any other protected characteristic under applicable law.

Please note this list is not all-inclusive and the Town may take disciplinary action to address other types of conduct or performance issues or rule violation in its sole discretion. The Town reserves the right to determine which type of disciplinary action to issue an employee.

## **V. At-Will Employment**

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or the Town may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

## **STANDARDS OF CONDUCT POLICY**

This acknowledges that I have received and reviewed the Standards of Conduct Policy of the Town of Windham ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I understand that violation of this Policy may lead to disciplinary action under the Town of Windham's Personnel Policy.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

To be included in employee's personnel file.