

# Town of Windham

OFFICE OF THE TOWN MANAGER  
8 SCHOOL ROAD  
WINDHAM, ME 04062

*Phyllis Moss, Director of Human Resources*

pamoss@windhammaine.us

voice 207.892.1907

fax 207.892.1910

## MEMORANDUM

To: Barry Tibbetts  
From: Phyllis Moss  
Date: October 1, 2024  
Re: DRAFT Standards of Conduct Policy

Barry –

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."

As such, I have attached a DRAFT Standards of Conduct Policy that provides more specific guidance to employees concerning conduct in the workplace. It is important to put this policy in place to both protect the Town and the employee.

If you do not want any changes, I will provide an unmarked copy for the October 8, 2024, Council Meeting. It would be my intention to roll this out to employees as soon as possible after that. The policy includes an acknowledgement to be signed and dated by every employee.