

POLICY # A2-2.1

STANDARDS OF CONDUCT ALL EMPLOYEES

It is the policy of the Town of Wayland that employees are courteous and respectful toward fellow workers, residents and customers at all times. The intent of this policy is to provide Boards, Committees and employees with clearly articulated standards and expectations of behavior in the workplace. The Town also expects all employees to dress in a manner that is suitable for conducting business. The Town of Wayland expects all employees to conduct themselves professionally at all times while on duty. The rules and regulations contained within these Standards of Conduct are expected to be observed in conjunction with the Town's Mutual Respect in the Workplace Policy.

The following conduct is prohibited:

- Excessive absenteeism or tardiness.
- Leaving the worksite during work hours without permission.
- Disregard for a supervisor's specific directive or refusal to follow instructions.
- Neglect of duty.
- Violations of safety rules.
- Violation of any Town or Department policy or procedure.
- Performing personal non-Town business during working hours, including but not limited to personal use of Town property and equipment such as business machines, tools, supplies, vehicles, etc.
- Writing on someone else's time card or falsifying a time card.
- More than minimal personal use of the telephone, including calls to 900 numbers.
- More than minimal personal use of a personal computer or the internet.
- Use of abusive, threatening or obscene language.
- Intoxication (including the effects of illegal drugs) during work hours; use, possession or distribution of alcohol or illegal drugs during work hours or on Town property.
- Smoking in workplace areas where smoking is prohibited.
- Inappropriate conduct while on duty or on Town property, such as fighting, wrestling, roughhousing or any other like activity.
- Deliberate injury to another person.
- Unauthorized release of confidential information or discussions held in executive session.
- Use of or attempt to use one's authority or official influence to control or modify the political actions of any Town employee, or engaging in any form of political activity during working hours.
- Misrepresenting or withholding information on employment application or in Town records.
- Neglect or improper use or abuse of Town property; deliberate misuse of Town property.

- Unauthorized removal, possession or damage or destruction of Town property; or the property of employees or customers at the workplace.
- Unauthorized possession or sale or use, on Town property of weapons, narcotics or substances that State or Federal statutes define as controlled.
- Theft of Town property or the property of other employees, residents or the general public.

The aforementioned standards attempt to identify inappropriate behavior in the workplace. While they cover many relevant topics, these standards should not be considered inclusive of all unacceptable behavior. Failure to adhere to these standards may result in disciplinary action up to and including termination. Discipline will be applied in a fair and equitable manner. Discipline will be applied consistent with established collective bargaining agreements and Town policies. The imposition of discipline, including termination, does not preclude an employee or former employee from being subjected to civil liability and/or criminal prosecution.

Personnel Board Approved: April 7, 2004