

## **Town of Stoughton** **Workplace Conduct Policy**

Town employees, officials, agents, consultants, volunteers and any person conducting business with or for the Town of Stoughton have an obligation to conduct themselves in a professional manner in the work place and at all Town sponsored events. Town employees, officials, agents, consultants, and volunteers will carry out their duties in an efficient and competent manner, maintaining all required professional standards. While engaged in their duties, employees, officials, agents, consultants, volunteers and any person conducting business for the Town of Stoughton are expected to act honestly, conscientiously, reasonably, and in good faith, always upholding the interests of the Town and the welfare of its residents.

All Town employees, officials, agents, consultants, volunteers and any person conducting business for the Town of Stoughton will respect the privacy of every individual as required by applicable laws and regulations. All Town employees, officials, agents, consultants, volunteers and any person conducting business for the Town of Stoughton will use Town property, resources, or funds only for Town purposes.

In addition, the Town of Stoughton prohibits, and will not tolerate harassing, offensive, insubordinate or unprofessional behavior by or towards any employee, official, agent, consultant, volunteer and any person conducting business with or for the Town of Stoughton. Repeated, unreasonable, or offensive actions in the workplace that impact the psychological or physical health, safety, or economic security of any employee, official, agent, consultant, volunteer, and any person conducting business with or for the Town of Stoughton, or any actions that create a risk to the health, safety, or economic security of any above noted individual, is expressly prohibited.

It is expected that everyone will conduct themselves in a professional manner in the work place and at all employer sponsored events. All employees, officials, agents, consultants, volunteers and any person conducting business with or for the Town of Stoughton are expected to treat others with the same high standards that they expect. Failure to behave in a manner consistent with the standards of conduct and policies included herein may result in disciplinary action being initiated against any offending employee. Managers are expected to enforce this policy with their respective employees.

If any person feels that he or she is being subjected to bullying, harassing, offensive, insubordinate or unprofessional behavior of any kind, they are encouraged to object to the behavior and report such behavior to their supervisor. Any supervisor who receives a complaint or who has reason to believe that such behavior is occurring, shall report such information to the Human Resources Administrator or the Town Manager. Any employee, official, agent, consultant, volunteer and any person conducting business with or for the Town who engages in, or has knowledge of such behavior is subject to appropriate consequences, discipline, or termination.

All complaints of such behavior will be investigated promptly, fairly and completely by the Human Resources Administrator or the Town Manager. The investigator may require a written statement from the individual who feels that he or she is being subjected to bullying, harassing, offensive, insubordinate or unprofessional behavior of any kind in such form and containing such information as they may require. The facts discovered and results of each investigation shall be reported to the Town Manager or the Board of Selectmen, if the allegation is against the Town Manager, by the investigator in writing.

In each instance, the facts found as a result of such investigation shall determine the response to be made to each particular complaint. Each situation will be handled as discreetly as is possible to protect the “victim” of such behavior. Resolution of complaints can include, but are not necessarily limited to, a directive to cease the offensive behavior, a verbal warning, a written warning, termination, or when appropriate, exclusion from the worksite.

In the event that improper behavior by the same person reoccurs, such conduct should immediately be reported to the Human Resources Administrator or the Town Manager. The Town of Stoughton prohibits and will not tolerate retaliation or intimidation directed towards anyone who makes a complaint pursuant to this policy or those assisting in the investigation of any such complaint.

Adopted by vote of the Town of Stoughton Board of Selectmen on \_\_\_\_\_, \_\_\_\_\_

By signing below, I acknowledge that I have received, read, and understand the Town of Stoughton’s Workplace Conduct Policy.

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

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

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