

## Article 5: Conduct

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### ***5.1 Dress Code/Appearance***

The Town maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for workplace and visitor interaction and the specific job that you do. Employees are expected to maintain proper hygiene at all times.

Whether or not your job responsibilities place you in direct contact with our visitors or members of the community, you represent the Town with your appearance. The properly dressed individual helps to create a favorable image for the Town, as well as to the public and fellow employees. If you do not show up at work dressed appropriately or with sufficient hygiene, you will be sent home on leave without pay.

Supervisors should communicate any department-specific workplace attire, such as Town issued uniform guidelines and grooming guidelines to staff at the beginning of employment and throughout the employment relationship. Employees are expected to comply with department dress code/appearance standards. Any department guidelines for dress code should be discussed with the immediate supervisor.

### ***5.2 Contact with the Media***

Employees should refer the media to the Town Administrator in order to make an authorized public statement. Employees are not authorized to make statements on behalf of the Town.

### ***5.3 Phone Use***

The Town recognizes that employees have urgent and family issues that they may need to deal with during the work day. The use of personal cell phones and work phones for personal use during work hours must be kept to a minimum. This policy includes all use of phones such as text messaging, social media, internet, games and all other cell phone use. While driving for Town business, employees must follow all laws and regulations and also use hands-free devices when talking on their cell phones.

### ***5.4 Technology***

Property and technology, including computers, email, internet, tablets, hotspots, and other technologies, issued by the Town are subject to audits and usage reviews. There should be no expectation of privacy when using Town devices or technology. Employees must receive permission from IT before anything may be downloaded on a Town computer. While computer and internet use should be limited to Town business, employees may utilize the services of the internet during break times, with Management approval, as long as they are not logging onto sites that are inappropriate or illegal. Employees must follow the Town's IT policies and procedures that they were provided and trained on by IT during New Hire Orientation.

### ***5.5 Social Media***

Using social media, (e.g., Facebook, Instagram, Twitter, etc.) on Town devices is strictly prohibited unless it is part of your specific job duties and responsibilities to manage social media accounts for the Town. Personal use of social media is restricted to your personal devices and is allowed during break times and meal periods only.

Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication. The same principles and guidelines found in the Town policies apply to your activities online. Before creating online content, keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects community members, customers, suppliers, or other people who work on behalf of the Town or its legitimate business interests may result in disciplinary action up to and including termination.

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Always be fair and courteous to your co-workers. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, your supervisor or director, the Town Administrator, and/or Human Resources, or by utilizing our Open Door Policy than by posting complaints to a social media outlet. However, the Town respects your right to speak with your colleagues about working conditions and other facets of your employment. Nothing in this policy should be interpreted to interfere with employees' rights to engage in concerted activity under the law.

If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage the Town, your co-workers, or the community, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Town policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Town, your co-workers, or the community. When using social media or other personal online communication tools, it is critical that you respect confidential information belonging to the Town or third parties that we interact with, in the course of doing business.

Express only your personal opinions. Never represent yourself as a spokesperson for the Town. If the Town is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Town, co-workers, or others working on behalf of the Town. If you do publish a blog or post online related to the work you do, make it clear that you are not speaking on behalf of the Town. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Town." Do not use the Town email addresses to register on social networks, blogs or other online tools utilized for personal use.

The Town prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## ***5.6 Meetings***

Employees are required to attend all scheduled meetings even if they fall outside of your regularly scheduled shift. Preapproval for absenteeism is required and can only be given by your supervisor/director. Non-exempt employees are paid work time during all meetings, including overtime, if applicable.

## ***5.7 Town Property***

Any Town property that is issued to you, such as uniforms, keys, ID badges, equipment, computers, tools, vehicles, cell phones, credit cards, etc., must be kept and returned in good condition. Employees may be held responsible for any lost or damaged items. The value of the property issued and not returned may be deducted from your paycheck, in accordance with the law. However, it may not reduce the employee's wage below the minimum hourly wage or reduce overtime pay required under the law.

Do not use or take Town property for personal purposes without authorization. Town property and materials may not be used for illegal purposes and you are prohibited from doing anything that involves fraud, theft, or misuse of Town property.

Employees must immediately report any malfunctions that occur while using Town equipment. Employees may not use Town property for personal, illegal, or unethical purposes. Employees will be required to reimburse the Town for any personal use of Town property that incurs a fee.

Employees should not expect a right to privacy while using Town computers, phones, vehicles or while conducting Town business. Employees' desks, workstations, and work areas are also subject to inspection. The Town also reserves the right to search an employee's belongings or vehicle while on Town property, if there is reasonable belief to suspect misconduct, or illegal activity while at work. Law Enforcement may be involved in such instances.

## ***5.8 Driving for Business Purposes***

All persons driving a personal or Town vehicle on Town business must possess a valid driver's license, current registration, and current vehicle insurance. Employees whose job duties include driving must immediately notify their supervisor/director and Human Resources of changes in driver license status (i.e. revoked, expired, canceled, suspended, etc.). The Town's insurance provider requires that we conduct periodic motor vehicle checks on all employees whose job duties require driving for Town business.

Town vehicles should be used exclusively for job-related travel and operated by the employee only. Operators of the Town's vehicles are responsible for the safe operation and cleanliness of the vehicle. Using seat belts is mandatory for operators and passengers. Use of any tobacco products and electronic cigarettes is prohibited in the Town's vehicles. Private use of Town vehicles is not permitted without expressed and written permission from your supervisor/director.

When using a personal vehicle for work purposes, your insurance is the primary insurance on the vehicle. Mileage reimbursement is intended to compensate employees for insurance and other costs associated with operating a vehicle.

Whether you are driving a Town vehicle or a privately-owned vehicle, all traffic citations and fines are your responsibility and must be reported to your supervisor/director within 24 hours of occurrence. Accidents while on Town business, or while operating a Town vehicle, must be reported immediately to your