



**Town of Deerfield
Office of the Selectboard
&
Board of Health**

Deerfield Municipal Offices
8 Conway Street
South Deerfield, MA 01373
Ph: 413-665-1400
Fax: 413-665-1411

CODE OF CONDUCT

Purpose

The Town of Deerfield seeks to provide efficient and effective services to residents, taxpayers, and visitors, expecting employees to conduct themselves professionally, with consideration and diplomacy towards all. The Town recognizes that employees expect to be treated with respect and civility by people doing business with the Town as well as other employees and appointees, ensuring the personal safety and security in an environment free from intimidation, threats, or violent acts.

Policies

Employee/Appointee

A Town employee/appointee is expected to fulfill the responsibilities of his/her position in a manner that is consistent with the expectations of the employee's Supervisor and the needs of the Town. The employee/appointee is expected to conduct himself/herself in a professional manner in all aspects of work, formal and informal.

All employees/appointees of the Town are expected to act in accordance with the standards, policies, and rules of the Town and to safeguard the Town's reputation and resources. These expectations and standards of behavior extend to the use of Town's facilities, equipment, supplies, and technical resources.

The following are examples of conduct that may result in disciplinary action on the part of the Town, up to and including termination or removal as may be applicable:

1. Conduct that adversely affects employment conditions, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment;
2. Behavior including, but not limited to, harassment and sexual harassment, bullying and cyber-bullying, unethical, immoral, deceitful, or illegal conduct that is inconsistent with the standards and expectations of the Town;
3. Behavior that infringes on the well-being of others;
4. Interaction with other members of boards, commissions, committees or employees which lacks respect. Professional respect does not preclude honest differences of opinion but requires respect within those differences.
5. Disclosure of confidential information, seeking favor, personal aggrandizement or profit secured by holding these positions.
6. Conduct of official business which gives the clear impression that the employee/appointee may be improperly influenced in the performance official duties;

7. Conduct which does not conform to the Visitors Code of Conduct below, and
8. Any other conduct or performance that does not meet the expectations for employees of the Town.

Be aware that the Town reserves the right to discipline, suspend, terminate, or remove an employee/appointee for criminal, felonious, or other serious acts that occur off Town premises or outside of working hours in addition to those acts occurring while working.

Visitors

Town employees strive to provide a positive experience for those visiting Town facilities. The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile, or offensive work environment. Unsigned letters and anonymous communications will not be considered or reviewed.

The Town does not tolerate workplace violence, including the threat of violence by anyone who conducts business with the Town.

Expected Conduct

- **AVOID CAUSING DISTURBANCES OR DISRUPTIONS**
- **SHOW RESPECT FOR OTHERS, BUILDING FACILITIES AND PERSONAL PROPERTY OF OTHERS**
- **USE COMMON COURTESY WHEN INTERACTING WITH OTHERS**
- **DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR**
- **ANY FORM OF VIOLENCE IS PROHIBITED**
- **SMOKING, DRINKING ALCOHOL OR APPEARING TO BE UNDER THE INFLUENCE OF ALCOHOL OR ANY ILLEGAL SUBSTANCE IS PROHIBITED**
- **REFRAIN FROM USING A RAISED VOICE, YELLING, USING DEMEANING OR DISRESPECTFUL LANGUAGE, USING PROFANITY OR OTHERWISE INTIMIDATING LANGUAGE**

Complying with this **Code of Conduct** is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises.

Repeated violations may result in permanent suspension of facility privileges.

The Selectboard reserves the right to modify this policy, in whole or in part, at any time.

ACKNOWLEDGEMENT OF RECEIPT

I, _____, an employee in the _____
(first and last name) *(municipal dept.)*

_____, hereby acknowledge that I received a copy of the Code of Conduct Policy for
Deerfield employees/appointees on _____.
(date)