

# Town of Lunenburg

## Standards of Conduct

The intent of this policy is to communicate the Town's legitimate expectations in the areas of performance and behavior.

### I. General Conduct and Standards

Town employees are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents.

Example of specific applications of this general standards include, but are not limited to: be present at work as required and to be absent from the workplace only with proper authorization; to carry out duties in an efficient and competent manner; to maintain specified standards of performance; to comply with reasonable employer instructions and policies and to work as directed; to respect the privacy of individuals and use confidential information only for the purposes for which it was intended; to neither use, nor allow the use of Town property, resources, or funds for other than authorized purposes; to incur no liability on the part of the Town without proper authorization; to maintain all qualifications necessary for the performance of their duties legally and efficiently; to avoid conduct, whether on or off-duty, that reflects poorly on the Town; to maintain all records in an accurate manner; to report their hours of work accurately; to contribute toward a positive work environment; to be attentive to their duties during work hours and to comply with all Town policies, procedures, directives or other guidance regarding workplace performance or conduct.

### II. Confidential Information

Town employees often learn of personal information about residents of the Town and other confidential information. Confidential information of any sort is not to be discussed with anyone, including co-workers, unless necessary in the line of duty. In addition, this type of conversation is not to be discussed in corridors, eating areas or anyplace where such conversation can be overheard.

### III. Mail Use and Telephone Calls

Use of town stationary or postage for personal mail is not permitted. Employees should use their home (or some other) address to receive personal mail, including packages.

When answering the phone, speak in a pleasant tone of voice. Always identify yourself and where you are located. If you must refer your caller to another department, explain clearly why you are doing this.

While personal calls are sometimes necessary, employees should limit these to essential situations.

#### IV. Applicability

This policy applies to all paid, appointive Town employees other than those positions under the supervision and control of the School Committee. Employees covered by a collective bargaining agreement are subject only to those provisions in this Policy that are not in conflict with the collective bargaining agreement.

#### V. Policy Violations

Failure to meet the Town's Standards of Conduct as outlined in this Policy shall result in discipline up to and including termination.

#### VI. Acknowledgement of Receipt of Policy

I acknowledge receipt of this Standards of Conduct Policy from the Town, and I have read its contents.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

#### VII. Adoption by the Board of Selectmen

This policy was adopted by the Board of Selectmen on  
2017.

July 18  
\_\_\_\_\_  
Chairman, Board of Selectmen