

# **TOWN OF BECKET**

## **Code of Conduct**

**Adopted by the Becket Board of Selectmen April 13, 2016**

**Revised on October 3, 2018**

The Town of Becket staff, elected and appointed officials and volunteers strive to provide a safe, respectful and positive experience for those visiting and working in all Town facilities and property as outlined in this Code of Conduct. In addition, the Town supports a workplace that is conducive to personal safety and security and free from intimidation, threats and violence. The Town does not tolerate workplace violence, including threats of violence, by anyone who conducts business in or works for the Town.

The Town is committed to working with all employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated. All reported incidents will be taken seriously and will be dealt with appropriately. Such behavior can include not only acts of physical violence but also oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to criminal prosecution. Such employees may also be subject to disciplinary action, up to and including termination from employment.

Employees who observe or who are the victim of violent behavior by anyone on Town property shall report the incident immediately to a supervisor or department head whether or not the alleged offender is a Town employee. Threats or assaults that are of an emergency nature and require immediate attention should first be reported to the Police Department.

All reports of violence will be evaluated immediately and appropriate action will be taken, where possible in order to help protect the victim(s) from further violence. Appropriate disciplinary action will be taken when it is determined that an employee has committed threats or acts of violence in violation of this Code.

The Town Administrator or his or her designee shall be responsible for responding promptly and appropriately to any report of violence in the workplace and conducting an investigation into the alleged incident, when necessary.

Workplace incidents involving emergency and/or criminal activity will be referred to the Police Department for investigation in appropriate circumstances. An administrative investigation may be conducted by the Town Administrator concurrent with any criminal investigation. In cooperation with the Police Department. The Town Administrator will conduct administrative investigations in a confidential manner to the extent possible.

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Additionally, all individuals shall be prohibited from using tobacco products, drinking alcohol or being under the influence of alcohol, marijuana and/or illegal substances on Town property or while conducting Town-related business off Town property.

Visitors who are found to be in violation of this Code will be promptly removed from the building. Employees who are found to be in violation of this Code will be subject to disciplinary action up to and including termination from employment. An act of off-duty violent conduct may also be grounds for disciplinary action up to and including dismissal in appropriate circumstances.

### **Acknowledgment of Receipt of Policy**

I acknowledge receipt of the Code of Conduct policy from the Town of Becket. I further acknowledge that I have read and understand its contents and agree to fully comply with its terms.

Employee or Volunteer's Signature:

Witness Signature:

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Employee or Volunteer's Name/Date printed:

Witness Name/Date printed:

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