

City of Newton, Massachusetts



CODE OF CONDUCT POLICY

June 26, 2015

To help make your transition a positive and pleasant experience for everyone, we want you to be familiar with the following code of conduct.

Safety is a top priority. You are to use good judgment and caution while performing your job functions. We expect harmony among our workers. Any problems should be reported to the Human Resources Department at 617-796-1260.

Your attendance is an important part of your job; therefore, you shall report to work on time. It places an unnecessary burden on co-workers and supervisors to cover for you if you are tardy or absent. Excessive absences and tardiness cannot be tolerated and will be addressed with disciplinary action up to and including termination. If you are unable to report to work on any day, or if you are going to be late, you shall notify your supervisor as soon as possible.

Disorderly conduct, including fighting, acting in an obscene manner or using obscene, abusive, threatening or intimidating language or action are discouraged.

Treating each other in a discourteous or disrespectful manner, playing malicious or dangerous pranks or practical jokes, or engaging in horseplay will not be tolerated.

Defacing or damaging City property is forbidden.

While riding in a public vehicle, you shall remain seated at all times and use a seat belt. You must be at least 18 years old to drive a City vehicle and a driving test is required by the Safety Officer in the Human Resources department before operating City vehicles.

As an employee of the City of Newton, you are expected not to discriminate against, or harass, anyone because of his/her religious creed, ancestry, national origin, sex, disability, sexual orientation, age, color, race, gender identity and expression, veteran's and active military status, genetic information, or any other category protected by federal, state or local law.

If you should be injured at work, no matter how minor the injury is, you are required to report the incident to your supervisor and to Kelly Brown, Worker's Compensation Manager in the Human Resources Department at 617-796-1266.

Please feel free to ask questions of your supervisor or department head if you have any doubts on any of your duties.

This list is not intended to be and should not be considered an exclusive listing of inappropriate behavior. The City of Newton retains complete discretion to administer discipline for behavior it deems inappropriate. It is our goal to make your time working for the City of Newton an enjoyable and rewarding experience.

**ANY VIOLATION OF THIS CONDUCT POLICY WILL RESULT IN THE
APPROPRIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION**