



TOWN OF FOXBOROUGH
PERSONNEL POLICIES

STANDARDS OF CONDUCT/CIVILITY POLICY

PREAMBLE

The Town of Foxborough municipal government desires to set a standard of the highest professionalism, civility and respect for employees, volunteers, residents and visitors through personal interactions and any other methods of communication. Additionally, as the controlling governmental body of the Town of Foxborough, the Board of Selectmen shall model this behavior for the Town.

Accordingly, no employee, member of a Board, Commission or Committee, or any other person engaged by or acting on behalf of the Town of Foxborough, shall enter into any verbal discussions or other form of communication by any means without employing the highest standards of personal integrity, truthfulness, honesty, civility and fairness in carrying out his or her public duties. Failure to do so is a violation of this policy.

I. DEFINITIONS/STANDARDS:

Civility: Respect and civility, from all employees, volunteers, those representing the Town, and those in attendance at any Town function, shall be maintained at all times, including and especially during public meetings. Public meetings are to be free from disrespect, creating a public embarrassment, and/or personal attacks on any person whether present or absent from the proceedings. Town Officials and employees, as well as the public, shall be free to express their ideas-- as is their right-- without the threat of harassment and/or intimidation. All persons, as mentioned, shall not be verbally or physically accosted for any reason, at any time. While disagreements about issues are acceptable, becoming disagreeable is not.

Integrity: No promises or commitments that cannot be reasonably and lawfully fulfilled shall be made by any party working for or representing the Town of Foxborough. Appropriate social, ethical, and organizational norms in all Town related activities shall be maintained at all times. Acting with integrity includes a commitment to honesty, truthfulness, fairness, follow-through and completing tasks and duties to the highest standard possible.

Respect: All persons shall be treated in a fair and equitable manner, without exception. No employee, member of any board, commission or committee, or person representing the Town of Foxborough, shall at any time for any reason raise his/her voice, demean, or purposefully embarrass any person in any Town building, on any Town property, or at any meeting, presentation, or event sponsored by the Town. It is expected that any person doing business in Town buildings or at a Town event shall be similarly respectful to all others in attendance and those responsible for the event.

Ethics: The highest standards of professional behavior and compliance with all Commonwealth of Massachusetts and Ethics Commission laws, regulations, and policies under which we operate as a Town, shall be maintained at all times.

Communications: All parties mentioned above shall strive to be open, consistent, truthful, and respectful in all communications, written and verbal, as this is vital for reflective and sound decision-making for our community. There will also be a commitment to confidentiality of privileged communication that occurs in Executive Sessions and/or involves matters related to personnel, collective bargaining and threatened, pending or ongoing litigation.

Teamwork: The Town, including all Departments, Boards, Commissions, Councils, Committees, and other public bodies, shall promote an atmosphere of teamwork and mutual respect to achieve organizational goals, recognizing at all times that unity of purpose and effort leads to productivity and greater accomplishments for our Town.

II. ENFORCEMENT:

While it is expected that everyone will abide by the code of conduct and remind colleagues and peers of their obligations, it is the responsibility of Committee, Commission and Board Chairs as well as the Town Manager and Department Heads to enforce the code of conduct. Violations will not be tolerated and may result in disciplinary action.

III. REPORTING:

Employees shall report violations to their supervisors and/or the Assistant Town Manager.

Adopted by the Foxborough Board of Selectmen

Date: June 13, 2017


Approved by William G. Keegan, Jr., Town Manager

Date: 4/21/2017

ACKNOWLEDGMENT OF RECEIPT OF
STANDARDS OF CONDUCT/CIVILITY POLICY

I acknowledge receipt of this *Standards of Conduct/Civility Policy* from the Town, and that I have read it.

I understand that employees, volunteers, residents and visitors should follow a standard of the highest professionalism, civility and respect through personal interactions and any other methods of communication. I understand that any violations of the Standards of Conduct/Civility Policy will not be tolerated and may result in disciplinary action.

Name (Print)

Signature

Date