

ARTHUR TOWNSHIP PERSONNEL CONDUCT POLICY

I. Policy Statement

In order to have and build upon a reputation of honesty, ethics and integrity, it is necessary for all supervisors, officers and employees of Arthur Township to comply with high standards of business conduct.

II. Honesty and Integrity

Every employee should perform his/her duties with honesty and integrity and in a manner that promotes diligence and professionalism. Employees should strive to maintain the accuracy and integrity of all records and documents of Arthur Township. Any mistakes or discrepancies that are identified should be reported immediately to a township supervisor.

III. Confidentiality

Our township residents are entitled to have their affairs kept confidential. Safeguarding and maintaining confidentiality is most important to our code of conduct.

IV. Cooperation and Candor

Arthur Township supervisors need to be informed of all matters considered pertinent to Arthur Township. Employees should report any problems that may cause a monetary loss, harm to an individual or damage to Arthur Township reputation to a supervisor or the township clerk whichever is appropriate.

V. Personal Benefit

Employees are not to give, receive or solicit a personal benefit from a township resident, individual or organization doing or seeking to do business with Arthur Township. A personal benefit is regarded as any type of gift, gratuity, favor, service, loan, fee or compensation or anything of monetary value.

VI. Compliance with Laws

The activities of Arthur Township must always be in full compliance with applicable laws, regulations and ordinances. If an employee is in doubt as to the applicability or meaning of a particular law, regulation or ordinance, the advise of a township supervisor or officer should be sought.

VII. Employee Conduct

To ensure orderly operations and provide the best possible work environment, Arthur Township expects employees to follow rules of conduct that will protect the interests and safety of all employees of the township.

It is impossible to list all the forms of behavior that are considered unacceptable in the workplace; however, the following are examples of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment.

1. Theft or inappropriate removal or possession of property.
2. Falsification of time keeping records.
3. Working under the influence of alcohol or illegal drugs.
4. Possession, distribution, sale or use of alcoholic beverages or illegal drugs on township property, while on duty or while operating township owned vehicles or equipment.
5. Fighting or threatening violence in the workplace.
6. Negligence or improper conduct leading to damage of township owned property.
7. Insubordination or other disrespectful conduct.
8. Smoking in prohibited areas.
9. Sexual or other unlawful or unwelcome harassment.
10. Possession of dangerous or unauthorized materials such as explosives or firearms on Arthur Township property.

PLEASE NOTE: You may be asked to submit to a random drug and/or alcohol test if any member of the Arthur Town Board feels a test is warranted.