


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Code of Conduct Policy
	Policy Reference No:	3-1
	Release Date:	18 November 2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	4
	Applicability:	All Employees & Volunteers

Employees, including Township Officials, paid or volunteer, must conduct business to the highest ethical standards of public service. The Township requires a minimum standard of conduct of all employees, appointed or elected officials and volunteers. Employees are expected to devote their best efforts to the interests of the Township. Violations of this policy will result in appropriate disciplinary action up to and including termination.

All employees are required to be honest, respectful, and professional at all times. Honesty includes but is not limited to: being truthful, being forthright with information and refraining from misrepresenting a fact or situation to a coworker, supervisor, subordinate, resident, vendor or others (either by affirmative words or actions or by omission). Respectful conduct includes but is not limited to speaking politely (both in tone and words), adopting a mature demeanor and being considerate of others. Professional conduct requires reliability, working amicably with one's co-workers, performing work in a timely manner, speaking in a respectful tone and using respectful language. Using curse words, slang and yelling or raising one's voice is not considered professional conduct. The Township does not tolerate any form of dishonesty, disrespectful behavior, and unprofessional conduct.

We also prohibit our employees from directly or indirectly engaging in any outside business, financial interest, or activity that in any way creates a real or perceived conflict of interest with the Township of Verona business. A potential or actual conflict of interest occurs whenever an employee including a Township official is in a position to influence a Township decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Should you find yourself in a situation where a conflict arises, you must immediately notify your immediate supervisor. Employees are required to disclose possible conflicts so that the Township may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township Manager to obtain clarification.

All work performed by and on behalf of the Township is the property of the Township. All equipment, tools, resources, and property of the Township (including but not limited to our records, office supplies, email, phone, computer systems, etc.) are for use solely by and for the Township of Verona. This means you may not use Township work product, time, equipment, supplies, or any other Township property (including but not limited to, confidential and

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proprietary information) for your own personal use or gain and you may not provide it to another.

All employees must maintain the Township's confidentiality at all times.

All employees must work amicably with all coworkers, residents, vendors of the Township, and our business partners. This is an absolute requirement of your job.

Employees of the Township of Verona must be dependable. In this regard, excessive tardiness, chronic absenteeism, failure to report an absence when such absence is foreseeable, and/or leaving work early without notice when such leave is foreseeable will not be tolerated. In addition, you must complete your work in the time and manner expected of your position.

Employees must follow the directives of any superior. Insubordination will not be tolerated.

Employees shall not falsify or otherwise alter any Township record (public records, personnel records, contracts, time records, invoices, etc.).

Employees shall not solicit or otherwise accept any gifts or gratuities from residents, vendors or our business partners.

Theft of any kind is prohibited including, but not limited to, theft of time and/or property belonging to the Township of Verona.

Employees must uphold the Township of Verona's Equal Employment Opportunity, Anti-Discrimination, and Harassment Policies.

All employees are required to support and follow all policies, procedures, and practices of the Township of the Verona.

In addition to the above, employees may also be disciplined for any of the following:

- Harassment of co-workers and/or volunteers and/or visitors.
- Failure to report to work day or days prior to or following a vacation, holiday, and/or leave, and/or any other unauthorized day of absence.
- Being under the influence of intoxicants (e.g., liquor) or illegal drugs (e.g., cocaine or marijuana) on Township property and at any time during work hours.
- Possession, sale, transfer, or use of intoxicants or illegal drugs on Township property and at any time during work hours.
- Entering the building without permission during non-scheduled work hours.
- Soliciting on Township premises during work time. This includes but is not limited to distribution of literature or products or soliciting membership in fraternal, religious, social, or political organizations, and/or sales of products.
- Careless waste of materials or abuse of tools, equipment, or supplies.

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- Deliberate destruction or damage to Township or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Township premises and/or during work hours, unless carrying a weapon is a function of your job duties.
- Violation of established safety and fire regulations.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Township property.
- Failure to perform duties, inefficiency, or substandard performance.
- Gambling on Township premises.
- Horseplay, disorderly conduct, and use of abusive and/or obscene language on Township premises.
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly person's offense.
- Violating any Township rule, policy, or procedure.
- Conduct unbecoming a public employee.
- Violation of Federal, State or Township laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, internet, and email.
- Other sufficient cause.

Any violation of our Code of Conduct will subject the employee to disciplinary action, which can include written reprimand, suspension, demotion, or even termination of employment. Major disciplinary action includes termination, disciplinary demotion, suspension, or fine exceeding five (5) working days. Minor discipline includes a formal, written reprimand, a suspension, fine of five (5) working days, or less. Employees who object to the terms or conditions of the discipline are entitled to a hearing under the applicable grievance procedure and/or Civil Service procedure. For employees not covered by a collective bargaining agreement, please contact the Township Manager for information regarding your right to a hearing/appeal. In every case involving employee discipline, employees will be provided either with an opportunity to respond to charges verbally or in writing.

In cases of employee misconduct, the Township believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number, and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; Township Manager review; written reprimand; suspension; fines, and, dismissal. At the discretion of the Township, action may begin at any step, and/or

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certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record.

Neither this manual nor any other Township guidelines, policies or practices create an employment agreement. Within Federal and State law, including the New Jersey Civil Service Act and any applicable bargaining unit agreement, the Township or the employee may terminate employment with the Township at any time with or without cause or reason.

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<b>Revision No.</b>	<b>Revision Date</b>	<b>Nature of Revision</b>	<b>Approved By</b>