

## **General Conduct Policy**

As an employee of the Town of Randolph, you are expected to accept and adhere to high standards of personal and professional conduct at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that you refrain from behavior that might be harmful to you, your co-workers and the Town of Randolph, negatively impact current or potential clients and the public at large perception of the Town. Should your performance, work habits, overall attitude, or demeanor become unsatisfactory in the judgment of the Town of Randolph, you may be subject to disciplinary action, including termination.

As an employee of the Town of Randolph, you are expected to perform all the duties and responsibilities required by your job and all those assigned to you by your supervisor. Should you fail to perform these job duties and responsibilities at prescribed levels, you may be subject to disciplinary action, including termination.