

Rules of Conduct

Purpose

Your employment is subject to meeting the performance and conduct requirements for your job to the satisfaction of the Town of Randolph. Employees who fail to satisfy these requirements will be subject to disciplinary action which can range from warning notices to termination. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined on the basis of the particular facts and circumstances. The procedures set out below are as complete as we can reasonably make them. However, they are not necessarily all inclusive. The Town of Randolph may vary from the procedures listed below if, in its opinion, the circumstances require. All employees are expected and encouraged to conduct themselves in a spirit of cooperation, in order to assume smooth operation of the Town of Randolph.

- General Conduct
- Attendance/Tardiness
- Appearance and Grooming
- Smoking
- Fighting
- Insubordination
- Use and Maintenance of Property
- Substance Abuse (Drug/Alcohol)
- Criminal Activity (On/Off Duty)
- Abusive/Malicious/Foul Language
- Solicitations and Collections
- Falsification of Records/Documents
- Job/Work Performance
- Sexual Harassment
- Employee Ethics
- Time-Card Abuse
- Safety and Health Issues
- Danger at Workplace