

## **Code of Conduct**

### **TOWN OF ASHLAND – BOARD OF SELECTMEN AND OTHER APPOINTED AND ELECTED OFFICIALS**

#### **PURPOSE**

The Town of Ashland strives to provide a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts.

The Town maintains a zero-tolerance policy toward workplace violence, including the threat of violence by the general public and/or anyone who conducts business with the Town.

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

The Board of Selectmen, as well as those subject to this policy, strive to maintain a professional workplace, which includes treating all persons with respect.

#### **APPLICABILITY**

This policy in all its sections shall apply to the Board of Selectmen and all other boards, presiding officers, public officials, commissions and committees and other representatives and those representatives appointed by the Town Manager, more particularly defined below:

- The term "the Board" and "the Selectmen" shall apply to the Board of Selectmen
- The term "member" shall apply to those persons serving on a Town board, commission or committee
- The term "official" shall apply to a Board of Selectmen member, a member appointed by the Board of Selectmen or Town Manager and any elected official
- The term "chair or presiding officer" shall apply to the chairperson of a committee/board/commission or the officer serving in the absence of the chair
- The term "appointing authority" shall apply to the Board of Selectmen or the Town Manager
- All of the terms used herein including commission members, committee members, board members, representatives and other officials mentioned in this guideline are subject to this policy

#### **CODE OF CONDUCT**

These obligations and commitments shall be assumed by all members of the Board as well as other members and officials defined in the Applicability section:

May 31 2017

- Be well informed concerning the local and state duties of a board/committee member whenever applicable
- Remember that he/she represents the Town of Ashland at all times
- Accept his/her position is a means of unselfish public service, not to benefit personally, professionally or financially from his/her board/committee position
- Treat all members of the board/committee with respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion but requires respect within those differences
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people
- Honor confidential information, seek no favor and believe that personal aggrandizement or profit secured by holding these positions is dishonest
- Conduct himself/herself so as to maintain public confidence in local government and in his/her performance
- Conduct official business in such a manner as to give the clear impression that he/she cannot be improperly influenced in the performance of their official duties
- Unless specifically exempted (e.g. Executive Session), conduct the business of the public in a manner that promotes open and transparent government and maintain full compliance with the Open Meeting Law (MGL Chapter 39, Section 23B)
- Conduct himself/herself in a manner which conforms to the Visitors Code of Conduct, which is incorporated herein by reference, when conducting business in Town Hall

#### **DISTRIBUTION AND EDUCATION**

- The Town Clerk shall provide a copy of this policy, and the Visitors Code of Conduct, which is incorporated herein by reference, to all members as defined in the Applicability section upon its issuance and upon the subsequent appointment or re-appointment of any member.
- The Town Clerk shall have each member sign a statement that he/she has read these policies and will comply with all requirements set forth in this policy; this form shall be available for public view.

#### **VIOLATIONS**

Repeated violations may result in permanent suspension of facility privileges and other actions the Board of Selectmen may determine within their authority to be appropriate.

Reviewed and approved by the Board of Selectmen August 8, 2018