

# Town of Northfield

## Code of Civil Conduct

The Town of Northfield is committed to ensure that all who enter our buildings, gather at any Town-sponsored event and engage in public discourse shall be treated with respect and professional behavior.

Respect and civility are expected of all employees, volunteers, those representing the Town, those interacting with any town employee or committee member, or those in attendance at any Town function, including and especially during public meetings.

All persons shall be treated in a fair and equitable manner without exception. No one at any time, or for any reason, shall raise his or her voice, demean, purposefully embarrass, or physically accost any person on or in any Town property or at any meeting, presentation or event sponsored by the Town.

The Town does not tolerate workplace violence, including the threat of violence, by anyone who conducts business on behalf of or with the Town. The Town will not tolerate harassing conduct that affects employment conditions, interferes unreasonably with an individual's performance, or creates an intimidating, hostile or offensive work environment.

The following shall be posted in all Town buildings and on all Town property:

### **Expected Conduct on Town Property:**

- **Use common courtesy when interacting with others.**
- **Show respect for building facilities, others and their property.**
- **Do not cause disturbances or disruptions.**
- **Do not engage in any lewd or offensive behaviors.**
- **Do not engage in any form of violence or threatened violence.** A threat is the expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the ability to do so.
- **Do not smoke, drink alcohol or be under the influence of any illegal substance.** – per MGL, Chapter 270, Sec. 22

Any person failing to comply with this policy will be asked to leave the Town building or property immediately.

Repeated violations may result in a Notice of Trespass that will prohibit entrance to Town property except for the purpose of conducting official business. Copies of said Notice will be given to the Northfield Police Department.

Adopted by the Northfield Select Board on April 29, 2019