



## ADMINISTRATIVE REGULATION

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Effective Date: September 14, 1993      Administrative Regulation: 1-28

Revision Date: March 1, 2014      Supersedes: August 1, 2004

Approved By: Arthur A. Anselene

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**SUBJECT: Standards of Conduct**

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I. Purpose

The Town of Herndon promotes a working environment that encourages excellent customer service, mutual respect, honesty, integrity, civil and congenial relationships among employees and that is free from all forms of harassment and violence. Standards of conduct are designed to protect the well-being and rights of all employees; to ensure a safe, efficient government, compliance with law and accomplishment of the town's objectives. The following general provisions of conduct apply.

II. General Provisions

Each employee is expected to:

- A. Act in a truthful manner both in communications and conduct.
  - B. Render full and efficient service in good faith.
  - C. Comply with rules and regulations governing hours of work, absences and use of leave benefits.
  - D. Be at work on scheduled working days at the designated starting time and remain at the assigned work place during designated work hours unless permission to leave has been granted by the supervisor.
  - E. Comply with department breaks and lunch periods.
  - F. Report to work in appropriate clothing with required tools and equipment and in a condition which will permit satisfactory performance of assigned duties.
  - G. Maintain a clean and neat personal appearance to the maximum practicable extent during working hours.
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- H. Comply with proper orders of an authorized supervisor.
- I. Refrain from any disorderly conduct.
- J. Exercise courtesy and tact in dealing with fellow workers and the public.
- K. Safeguard public information.
- L. Follow established safety practices and immediately report accidents to the supervisor or the supervisor's designee. Exercise watchfulness in the performance of duties to eliminate potential hazards and protect co-workers and the public.
- M. Obtain department head's permission before soliciting funds, selling tickets, passing petitions or distributing literature on town property or during business hours.

### III. Unacceptable Acts of Conduct

Employees are subject to additional provisions and prohibitions contained in town administrative regulations, ordinances, codes and laws. Acts for which disciplinary action may be taken include but are not limited to:

- A. Dispensing special favors or privileges to anyone or accepting favors which might be construed by reasonable persons as influencing the performance of town duties.
  - B. Making any private and/or unauthorized promises of any kind binding upon the duties of the position to which assigned.
  - C. Providing false information.
  - D. Using any information received confidentially in the performance of town duties as a means of making private profit.
  - E. Engaging in criminal, dishonest, immoral or disgraceful conduct prejudicial to the town; conviction of a crime.
  - F. Being under the influence of alcohol or illegal drugs at work.
  - G. Using town facilities, property or manpower for other than officially approved activities.
  - H. Carelessly or willfully causing destruction of town property.
  - I. Accepting outside employment or entering into a business venture or occupation
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without first having received approval of the Town Manager.

- J. Soliciting or accepting anything of value in return for performing an official act.
- K. Directly or indirectly, using or seeking to use his or her official position, authority or influence to control or modify the political action of any other person, or, during duty hours, engaging in any form of political activity. With respect to town elections, taking part in any political movement or actively supporting any candidates, or supporting any group of candidates in any manner other than by casting his or her own ballot.
- L. Receiving or in any manner be concerned with receiving any money or things of value from any other town employee for any political purpose.

#### IV. Responsibility of Supervisors, Managers and Department Heads

The immediate supervisor, manager or department head must approach corrective measures in an objective manner. If misconduct is the issue, the supervisor, manager or department head should take steps to make sure that the employee has been made aware of the town's policies and regulations regarding the infraction. If appropriate information was not communicated, a plan for such communication should be immediately developed and reviewed with the employee.

#### V. Disciplinary Action

The Town of Herndon supports the use of progressive discipline to address conduct issues such as poor work performance or misconduct and to encourage employees to become more productive workers and modify their behavior to meet town standards and expectations.

The Town of Herndon reserves the right to administer appropriate disciplinary action for all forms of disruptive or inappropriate behavior. Each situation will be dealt with on an individual basis.



Arthur A. Anselene  
Town Manager