

WORK CONDITIONS AND STANDARDS OF CONDUCT

Disciplinary Action

Employees have an obligation to observe and follow the Township's policies and procedures and to maintain appropriate standards of conduct at all times. Noncompliance will be subject to progressive disciplinary action and, in some cases, may lead to immediate termination of employment. In some instances, employee misconduct may be addressed informally. When formal disciplinary action is warranted, the steps set forth below will be followed to the extent possible. However, the Township reserves the right to decide the form, order, and manner of discipline to be administered. Nothing in this section changes an employee's at-will status or the rights and obligations under any valid employment or collective bargaining agreement, nor does anything in this policy require the Township to adhere to any of the below steps in making or executing any employment decision, up to and including termination.

Progressive Discipline

Verbal Warning: The Department Head, Direct Supervisor, or Township Manager discuss the nature of the violation and expected remedy with the employee.

Written warning: When an offense is repeated or continued after a verbal warning, the Department Head, Direct Supervisor, or Township Manager will issue a written warning which states the nature of violation and expected remedy. If the problem remains uncorrected, the employee's position may be affected.

Suspension: When an employee's performance does not improve following verbal and written reminders, or if the employee is again in violation of Township practices, rules or standards of conduct, the employee will be placed on suspension ranging in duration of three (3) to five (5) business days. All suspensions are unpaid.

Termination: If after all steps to remediate the violation or failure of the employee to perform to required job requirements, the employee may be terminated.

If Department Head or Supervisor elects to proceed with informal verbal warnings, such warnings must be recorded.

Ethics/Avoidance of Conflicts

The Township will comply with all applicable laws and regulations, including the guidelines of the Pennsylvania Ethics Commission and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. The successful business operation and reputation of the Township is built upon the principles of fair dealing and ethical conduct of our employees. The Township is dependent upon our residents' trust and we are dedicated to preserving that trust. Employees owe a duty to the Township, its residents, and stakeholders to act in a way that will merit the continued trust and confidence of the public. If a situation arises where it is difficult to determine the proper course of action, then the matter should be discussed openly

with a supervisor or with the Township Manager or his or her designee for advice and consultation.

Employees are prohibited from engaging in conduct that creates actual or potential conflicts of interest. An actual or potential conflict occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or relative, as a result of the Township's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Township Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Township does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Township, thus a conflict of interest is evident.

Compliance with this policy is the responsibility of every Township employee. Disregarding or failing to comply with this standard of business ethic and conduct may lead to disciplinary action, up to and including termination of employment.

Political activity

The Township recognizes the rights of its employees, as citizens, to engage in political activity. However, Township property and Township time, paid for by taxpayers, may not be used for political purposes by employees when performing assigned duties. Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Township, including, but not limited to displaying political buttons, clothing, or any item denoting partisan political support or affiliation, collection and/or solicitation of campaign funds or campaign workers during assigned working hours, using Township equipment or resources for political activities, or other similar conduct. Township officials may not solicit contributions from employees for any political cause. The Township Manager and Department Heads shall be responsible for enforcing this policy.

Outside Employment/Moonlighting

During their employment with the Township, employees may not take an outside job, either for pay or as a donation of their personal time that in any way presents a conflict of interest or competes with the Township.

Employees may hold an outside job that does not conflict or compete with the Township upon approval and authorization by the Township Manager. Approval will not be unreasonably withheld from outside employment that does not present a conflict of interest or otherwise present operational, ethical, or other concerns, as identified by the Township Manager. An employee who is approved to engage in outside employment remains obligated to satisfactorily perform his or her job responsibilities with the Township and comply with all Township scheduling demands, regardless of any existing outside work requirements. If The Township determines that an employee's outside work interferes with performance or the ability to meet the requirements of a Township employee, the employee may be asked to terminate the outside employment if he or she wishes to remain employed.

Hours of Operation

The Township building's regular office hours are Monday through Friday, excluding holidays, as follows:

Administration Building: 8:00 A.M. to 4:30 P.M.

Public Works: 8:00 A.M. to 3:30 P.M.

Parks and Recreation: 8:00 A.M. to 4:30 P.M.

Work Schedule; Attendance and Lateness

Work hours will be scheduled by Department Heads or the Township Manager. Work schedule may be changed by the Township Manager to accommodate special events or when otherwise determined to be necessary.

Employees are expected to report and be ready to work at the beginning of their assigned start time and to reasonably complete their projects by the end of assigned work hours.

From time to time, it may be necessary for an employee to be late or absent from work. The Township is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact their supervisor well in advance of their normal report time or as soon as practical if they will be absent or late.

Absence from work for three (3) consecutive days without notification will be considered a voluntary resignation. Excessive absenteeism or tardiness will be documented and may result in discipline, including, but not limited to termination.

Use of Township Property and Technology

The Township will provide its employees with the equipment and technology needed to do their jobs, including, but not limited to: safety clothing and equipment, computers, phones, internet, email, voicemail, software, hardware and other technology and property. Employees are expected to exercise care in the use of Township's property and to use such property only for

authorized business purposes. All activities, information and messages stored on Township property or in Township systems will be treated no differently from other business-related information and messages and are subject to monitoring and retrieval by the Township with or without notice to the employee. Negligence in the care and use of Township property or the unauthorized removal of such property from authorized locations, or its unauthorized conversion to personal use will be considered cause for discipline up to and including termination. An employee will be required to reimburse the Township for lost or damaged property due to negligence.

At all times ethical standards and common sense are expected to be applied when using and storing information on the company computers, phones or other equipment or systems. Township equipment and systems may not be used to commit infractions of law or of company policies. This includes, but is not limited to, acts of fraud, sexual, racial or other unlawful harassment, misappropriation or theft of intellectual property, prohibited political activity, or misuse of the Township's assets or resources. No employee may use the Township's equipment and systems to transmit, view, send, display, download, print or store offensive materials. Offensive material includes E-mail, voice calls, voice mail, messages, documents, text, or images that are obscene, defamatory, slanderous, libelous, fraudulent, pornographic or sexually explicit, profane, or are used to threaten or harass, sexually or otherwise. Employees in violation of this policy will be subject to discipline, up to and including termination.

The Township does not condone the illegal duplication of software or other media and employees are prohibited from making or distributing unauthorized copies of the Township's software or other media and technology, or any copyrighted materials.

Some of the messages sent, received or stored in the e-mail or in other Township systems may be privileged communications between the Township and its attorneys, or other entities. Upon receipt of any such message, do not forward it or its contents to others inside the Township without the authorization of all parties. Never forward such messages or contents to any outsiders.

Property issued to an employee must be returned at the time that the employee terminates employment or at any time that their supervisor or the Township Manager or his/her designee requests its return.

Use of Vehicles

From time to time employees may be asked to use their personal vehicle or township-owned vehicles (including, but not limited to: tractors, lawn mowers, etc.) for official business. The Township is committed to ensuring the safety of its employees and others on the road. An employee using his/her vehicle for business must have a valid driver's license and have current automobile insurance on the vehicle being used. The Township Manager has the right to confirm the status of these documents at any time. Employees shall promptly report any changes in the status of their license or insurance to the Township Manager or his/her designee.

Seat belts must be worn by all occupants of the vehicle when driving on Township business. Employees are prohibited from using a hand-held cell phone or device while operating a vehicle for business, whether the vehicle is in motion or is stopped at a traffic light. This prohibition includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages. If employees need to use their phones while driving, they must pull over safely to the side of the road or another safe location.

Township-owned vehicles shall be used only for authorized business and may be driven only by authorized employees. An employee who is charged with a moving violation while operating a Township-owned vehicle, or while driving on Township business must notify the Township Manager, supervisor, or Department Head as soon as safe and practical, but in no even shall such notification take longer than twenty-four hours. All accidents occurring while driving on Township business must be reported to the Township Manager immediately or as soon as practical.

Employees taking prescription medication or non-prescription drugs or substances that could impair their ability to drive must notify their supervisor or the Township Manager and disclose same. An employee will be asked to provide a physician's note confirming their ability to safely drive a vehicle while taking the prescription before being authorized to operate a Township vehicle or otherwise drive on Township business.

Mileage Reimbursement for Personal Car Use: Employees shall be reimbursed at the IRS's Standard Mileage Rate for the use of their personal vehicle while on official Township business. Mileage between an employee's home and office is not reimbursable. Expense reports for mileage reimbursement must be provided to the Township Manager or his/her designee within the time and in the manner requested.

Personal Appearance and Dress Code

Township Employees are expected to present a clean and professional appearance while conducting business, in or outside of Township offices. All employees should dress appropriately and safely for the tasks that they are performing, including wearing uniforms and protective gear, where required. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the Township's image is not acceptable. Inappropriate clothing includes, but is not limited to: cutoff shirts/shorts, sweat pants, jogging suits, clothing that shows undergarments, mesh shirts, baseball caps, ripped clothing, bare feet, clothing containing political statements, sexually suggestive slogans, or other similar wording of pictures.

When a supervisor observes an employee who is improperly dressed or groomed, the employee may be instructed to return home to change clothes and to return to work properly groomed or dressed. Repeated failure to come to work properly groomed or dressed may result in discipline up to and including termination of employment.

Requests for exceptions from the dress code for legitimately held religious beliefs should be directed to the Township Manager.

Gifts

Township employees are prohibited from accepting anything of value, including any gift, service, favor, or loan from any individual, group, or entity that might reasonably be expecting to influence you in the discharge of your duties. All employees must comply with the Pennsylvania Public Official and Employee Ethics Act.

Smoking

Smoking may occur only in designated smoking areas during break times. No smoking in Township vehicles is prohibited.

Non-Disclosure of Confidential Information

All employees agree and acknowledge that, as a condition of their employment with the Township, they are prohibited from disclosing or using any of the Township's Confidential Information and trade secrets, either during or after their employment. The Township sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment assumes an obligation to maintain confidentiality, even after an employee ceases to be employed. Employees may be required to sign a Confidentiality and Non-Disclosure Agreement upon hiring, or at any time thereafter. Confidential Information includes, but is not limited to: personal data of employees, volunteers, supervisors, or residents, compensation data, financial information, proposals pending with the Township, or any other information not publicly known.

Employees should direct members of the public seeking Township information to submit a Right to Know Law Request with the Township and all requested information may be disclosed pursuant to that process and consistent with the law. The Township Manager is the Right to Know Law Officer. All requests for information related to the police department should be directed to the Chief of Police.

Employees who improperly use or disclose confidential business information or trade secrets of the Township, will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not personally benefit from the disclosed information.

Grievance Procedures

Grievance procedures for employees covered under a collective bargaining agreement shall be compliant with the terms therein. Unless procedures are otherwise provided for in this handbook, non-union employees shall bring any and all complaints first to their immediate supervisor.

Workplace Violence Prohibited

All employees should treat others and expect to be treated with respect and courtesy. The Township does not tolerate any type of workplace violence committed or threatened by or against employees.

The following behaviors are prohibited and will lead to discipline up to and including immediate discharge: Causing physical injury to another person; engaging in any physical altercation; threatening violence in any way, threatening to, or intentionally damaging Township property or the property of another employee or non-employee who you come into contact with as part of Township duties; acting in an aggressive or hostile manner such to create a reasonable fear of injury or subjecting another to emotional distress. This list is not exclusive and alleged acts of workplace violence will be reviewed and evaluated individually.

Weapons are not permitted on Township premises or in a township vehicle, or handled by an employee while on duty. Exceptions will be made where employee's job duties require the use of a weapon.

All threats and acts of workplace violence should be immediately reported to a Department Head or the Township Manger. Investigations and resolution of reports will be made in the same manner as harassment complaints, as described in Section 3.3.