



Personnel Policy
General Standards of Conduct
Workplace Conduct

The Town of Landis strives to maintain a positive work environment for all employees. As an employee you play a vital role in fostering the positive work environment that you work in every day. In order to maintain a positive and cohesive work environment all employees must abide by certain rules of conduct. These rules are based on respect, honesty, common sense, fairness, and understanding. All employees are expected to perform their duties in a manner consistent with the core values of the Town.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may result in disciplinary or corrective action, up to and including termination, at the Town Manager’s sole discretion.

The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing Town of Landis property or a co-worker's property.
3. Disclosure of confidential information.
4. Completing another employee's time records, including clocking in/out for another employee.
5. Violation of safety rules and policies.
6. Violation of the Town of Landis’s Alcohol and Substance Abuse Policy
7. Fighting, threatening, or disrupting the work of others
8. Failure to follow lawful instructions of a supervisor.
9. Conduct unbecoming a public officer or employee.
10. Acceptance of gifts in exchange for “favors” or “influence.”



Workplace Conduct Continued

11. Conviction of a felony or of a misdemeanor which would adversely affect performance of duties, or the entry of a plea of “no contest” to either.
12. Misappropriation of Town funds or property.
13. Failure to perform job (within Article 9, section 1&2 of the Town of Landis Personnel Policy).
14. Violation of the Work Schedule and Attendance Policy (within Article 5 section 1 of the Town of Landis Personnel Policy), including but not limited to irregular attendance, habitual lateness, or unexcused absences.
15. Gambling on Town property.
16. Willful or careless destruction, or damage to Town assets or to the equipment or possessions of another employee.
17. Intentionally or carelessly wasting work materials.
18. Violation of the Town of Landis Harassment Policy (within Article 5, section 6 of the Town of Landis Personnel Policy), this includes but not limited to any form of sexual harassment, harassment based on sex, religion, race, color, national origin, age, disability, veteran status, or genetic information.
19. Use of obscene, threatening language and/or gestures
20. Violation of the Town of Landis Equal Employment Opportunity Policies.
21. Violation of the Technology Policy established by the Town of Landis
22. Unsatisfactory job performance.

23. Failure to demonstrate the organization's core values or align with the organization's culture.
24. Any other violation of Town policy. Obviously, not every type of misconduct can be listed.

Note that all employees are employed at will, and the Town of Landis reserves the right to take disciplinary or corrective action for any reason deemed appropriate by the Town.

Nothing in this handbook shall be construed as a promise of, or right to, any specific treatment or procedure in a given situation. However, the Town of Landis will endeavor to utilize corrective action when appropriate.

Revised 07/11/2022