**Town of Centerville Employee Code of Conduct**

The Town of Centerville commits to encouraging a safe, supportive and productive work environment.

This can only happen when everyone cooperates and agrees to suitable standards of conduct.

The following acts, including but not limited to the following, are considered unacceptable conduct and could result in disciplinary action up and including dismissal:

1. Being absent from work without a valid reason or intentionally giving any false or misleading information to obtain a leave of absence

2. Neglecting or abusing Town of Centerville equipment and/or tools, or willfully damaging, destroying or stealing property belonging to fellow employees or the Town of Centerville

3. Using threatening or abusive language towards a fellow employee, fighting or engaging in horseplay and/or disorderly conduct

4. Refusing to follow or failing to carry out the reasonable instructions of a supervisor

5. Coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs on to Town of Centerville property

6. Failing to wear clothing conforming to standards set by the Town of Centerville

7. Willfully or habitually violating health and safety regulations

8. Using Town of Centerville equipment in an unauthorized manner

9. Possessing a firearm, knife (capable of inflicting serious bodily injury or death by cutting or stabbing a person), switchblade knife, club, knuckles, explosive device, or any other implement for infliction of serious bodily injury or death that has no common lawful purpose, unless required by job duty, or as otherwise authorized by statute

10. Acceptance of any consideration given with the expectation of influencing the employee in performance of his/her duties

11. Any action designed to damage the public image of the Town of Centerville including but not limited to, conviction of a crime