

**POLICY RELATING TO PERSONNEL MANAGEMENT**

***RULES OF CONDUCT***

The Wachusett Regional School District shall maintain Rules of Conduct to assure orderly operations and the best possible work environment. The School Committee expects its employees to be courteous, dress appropriately, and treat each parent and student as a client. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. These Rules of Conduct shall not be considered inclusive and are examples of infractions that may result in disciplinary action, including suspension or termination of employment:

Possession, distribution, sale, transfer, or use of alcoholic beverages or illegal substances in the workplace, while on duty, while operating District-owned vehicles or equipment or on or in any District-owned or leased facility or grounds

Working under the influence of alcohol or illegal substances

Theft or inappropriate removal or possession of District property

Falsification of District records, including student personnel and other public records or reports

Negligence or improper conduct leading to damage to District property

Violation of any safety rules

Smoking in prohibited areas

Sexual or other unlawful harassment

Excessive absenteeism

Unsatisfactory performance or conduct

Please note that the above is not an all inclusive list. There may be conduct deemed inappropriate by the District that is not referenced above.

**POLICY RELATING TO PERSONNEL MANAGEMENT**

***RULES OF CONDUCT (continued)***

The Rules of Conduct policies and regulations shall be contained within the employee handbook and distributed to all employees annually and all new employees at the time of employment.

First Reading: 05/13/96

Second Reading: 05/28/96

WRSDC Policy 5241