

5.10 ALLENTOWN SECURITY

It is each employee's responsibility to help ensure that proper security measures are exercised at all times. You should be familiar with emergency exits and with alarm systems and the proper steps to take upon hearing them. Any suspicious person or events should be called to the immediate attention of your department head; or, in an emergency, to the Allentown Police Department.

5.11 CONFLICT OF INTEREST

The Town expects its employees and officials to conform to the highest ethical and legal standards. Employees are required to refrain from engaging in any activities that create an actual conflict or the appearance of a conflict of interest. Examples of conduct and behavior that would violate this policy include, but are not limited to, the following:

Investing in any of the Town's vendors or suppliers (unless the securities are publicly traded and the investments are on the same terms available to the general public, and not based on any inside information), or having any financial interest in a vendor or supplier that could cause divided loyalty or even the appearance of divided loyalty.

Receiving any gifts or favors in any amount or value of more than \$50 from members of the public, or from any Town vendors or suppliers.

Using, directly or indirectly, Town funds, assets, or other resources for any unlawful goal or purpose.

Engaging in practices that violate federal, state or local laws or ordinances

Employees with any questions regarding these guidelines are required to discuss them with the Town Administrator prior to engaging in any activity or conduct that may violate this policy, as violations may lead to disciplinary action, up to and including termination.

5.12 POLICY AGAINST NEPOTISM

While the Town is committed to hiring the most qualified and capable individuals available for every position, it recognizes the importance of maintaining a collegial and positive work environment. Therefore, no relative may work in the same department as a regular employee if the employment relationship is such that the relative is directly supervised by the employee or where the employment relationship may cause a potential conflict of interest, ~~unless specifically approved by the Board of Selectmen.~~

In addition, it is prohibited for any employee to supervise another employee if the two employees are dating or in an intimate or romantic relationship.

A relative is defined to include spouse, civil union partner, children, parents, step-parents, step-children, brothers, sisters, immediate in-laws, grandparents, grandchildren, or other person living in the employee's household.

Amendments submitted by Michael Frascinella

June 6, 2016