Town of Carver Code of Civil Conduct

The Town of Carver's municipal government values respect, integrity, civil behavior and expects that all employees, members of all boards and committees, those representing the Town, and members of the public in attendance at Town sponsored events/meetings, shall act with such respect, integrity and civil behavior. It is our earnest desire to work collaboratively with fellow employees, committee and board members, and all members of the public on this issue and in this manner. It is our desire to serve our residents and each other in as efficient and professional manner as possible. As your Select Board, we are committed to providing the public with the highest level of services, delivered in the most efficient manner, using any and all resources that are available to us.

As public officials, we are committed to assure that all who enter into our buildings, gather at any event, and during all public discourse, shall be treated with respect, professional behavior, and civil speech.

Accordingly, no employee, member of the Boards, Commissions and Committees, or any other person so engaged by the Town of Carver, shall enter into a discussion without displaying the highest standards of personal integrity, truthfulness, honesty, civility and fairness in carrying out his or her public duties.

On behalf of our Community, the Town of Carver ("Town") Select Board hereby adopts the following Code of Civility[1] :

Civility – Respect and civility from all employees, volunteers, those representing the Town in any capacity, and those in attendance at any Town function shall be maintained at all times, including and especially during public meetings. Public meetings are to be free from disrespect, creating a public embarrassment, and/or personal attacks on any person so mentioned at the event or not in attendance. The public, as well as Town Officials and employees, shall be free to express their ideas -- as is their right -- without the threat of harassment. All persons, as mentioned, shall not be verbally or physically accosted or assaulted, nor engage in that manner for any reason at any time.

Integrity – Appropriate social, ethical, and organizational norms in all Town related activities shall be maintained at all times.

Respect – All persons shall be treated in a fair and equitable manner, without exception. No employee, member of any board, commission or committee, or person representing the Town of Carver, shall at any time for any reason raise his/her voice in an intimidating manner, nor demean or purposefully embarrass any person in any Town building, on any Town property, or at any meeting, presentation, or similar event sponsored by the Town. It is expected that any person doing business in Town buildings or at a Town event shall be similarly respectful to all others in attendance and those responsible for the event.

Ethics – All parties shall maintain the highest standards of professional behavior and compliance with all Ethics Commission laws, regulations, and policies under which we operate as a Town.

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[1] It is understood that due to circumstances beyond the norm and the critical nature of their positions, Police, Fire, and EMS Department personnel will act under applicable guidelines of Carver Police Department, Fire Department and Emergency Medical Services Departments Rules and Regulations.

Communications – All parties mentioned above shall strive to be open, consistent, truthful, and respectful in all communications – written and verbal – as this is vital for reflective and sound decision-making for our community.

Teamwork – The Town, including all departments, shall promote an atmosphere of teamwork and mutual respect to achieve organizational goals, recognizing at all times that unity of purpose and effort leads to productivity and greater accomplishments for our Town.

Violations of this Code of Civil Conduct: Employee

If an employee violates this Code of Civil Conduct, the employee may be disciplined as consistent with the laws of the Commonwealth, By-Laws of the Town, personnel policies of the Town, and/or current employee union contracts.

Violations of this Code of Civil Conduct: Public Official

In addition to any other remedies or enforcement options available under the law, each board, committee or commission may vote to censure any elected member. If the violation occurs by an appointed member, the appointing authority may warn or remove the member from the board, committee or commission. The appointing authority may also decline to reappoint an individual who violates any provision of this Code of Civil Conduct.

Anti-Harassment and Anti-Discrimination: If any elected or appointed official is accused of violating the Town's Anti-Harassment or Discriminatory Harassment Policy, the Town Administrator shall refer the matter for investigation to the Coordinator of Human Resources or other contact named in the policies, or assign it to a disinterested outside firm or individual qualified to investigate the alleged conduct. The Town Administrator shall not be obliged to obtain any additional authority; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator and HR Coordinator. The Town Administrator may share the reported findings and recommendations with the elected official's board, committee or commission. The board, committee or commission, or Town Administrator (as the case may be) shall then take such action as is authorized by law, bylaw, regulation, or policy, as it deems fit in response to the matter.

Other provisions: If an elected or appointed official is accused of violating any other provision of this Code of Conduct, the board, committee or commission that the official represents or, if applicable the appointing authority, may take such action as is authorized by law, bylaw, regulation, or policy and as it deems fit, or it may vote upon the request of the Town Administrator on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the board, committee, and commission (as the case may be). The board, committee, commission shall then take such action as is authorized by law, by law, regulation, or policy, as it deems fit in response to the matter. These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law, by-law, or town policy.

Adopted unanimously by the Select Board: December 6, 2022