

## **EMPLOYEE CONDUCT**

All employees of the New Bedford Public Schools have a responsibility to familiarize themselves with and abide by the laws and regulations of the Commonwealth of Massachusetts and federal government as these affect their work, the policies of the New Bedford School Committee (“Committee”), and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and other employees will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students. All employees are expected to treat others with respect and civility at all times and are expected to carry out their responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all employees:

1. Professional conduct at all times and treating students, other employees and community members in our school buildings, events, grounds and buses with respect and civility and refrain from any inappropriate workplace conduct. Inappropriate workplace conduct can take multiple forms, including but not limited to the use of profanity, slurs, epithets, inappropriate gestures or making offensive or demeaning jokes.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students, other employees and the community. This includes compliance with Committee policies AC, ACA, ACAB, ACE and JICFB.
3. Concern for and attention to their own and the school system’s legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
4. Faithfulness and promptness in attendance at work. Employees must follow all District procedures when unable to report to their assignment.
5. Diligence in submitting required reports promptly at the times specified.
6. Care and protection of school property.

Please note that while this policy sets forth the District’s goals of promoting a positive and professional work environment, the policy is not designed or intended to limit the District’s authority to discipline or take remedial action for workplace conduct which is deemed unacceptable.

Because the Committee takes allegations of violations of this policy and retaliation seriously, it will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

#### HOW TO FILE A COMPLAINT

The District takes allegation of a violation of District policy seriously and will take appropriate action. If an employee believes that another employee is in violation of this policy and/or the employee believes that the employee has been subjected to inappropriate workplace conduct the employee may immediately report it to a building administrator and/or Principal. If the employee in violation of the policy is a building administrator and/or Principal, a report may be made directly to the Office of Human Capital Services.

LEGAL REFS.: M.G.L. 71:37H; 264:11

AMENDED: January 13, 2020