

#### D. Employee Integrity and Honesty

- 1.) Township employees should be completely honest in their dealings with the public, elected officials, appointing authorities, supervisors, and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.
- 2.) The Township expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained because of their position for private or personal advantage.
- 3.) Unacceptable conduct will result in disciplinary action up to and including discharge. If an employee needs clarification of a specific issue related to these standards, he/she should seek clarification from his or her Department Head.

#### E. Confidentiality of Township Documents and Records

- 1.) All Township documents, including, but not limited to, business or employee records, facsimiles, computer software, computer data files, emails, voice-mails, pamphlets, trade secrets and other information is strictly confidential.
- 2.) Unless express permission is provided, Township documents are not to be removed from the premises by any means, including facsimile, computer file transfer, computer storage device or e-mail transmission.
- 3.) Township documents should also not be duplicated for personal use or any purpose besides Township business
- 4.) Breach of confidentiality or the falsification or unauthorized alteration of Township documents or records is cause for disciplinary action.

#### F. Employee Ethics and Gift Ban Policy

- 1.) The Hanover Township Ethics Ordinance, (Ordinance 05-11-04E), is incorporated into this personnel policy.
- 2.) An Employee shall be held accountable for following all such established work rules, and to the standards of behavior outlined below:
- 3.) Employees may be a member of a political organization, may contribute money in support of individual candidates for elected office, but may not be coerced or forced in any way to make a contribution. The Township strictly prohibits any type of political activity on or during regular business hours, or with the use Township resources.
- 4.) Whenever a Township employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All Township cash and bank accounts must be handled so as to

avoid any question of illegal/improper payments or suspicion of any impropriety whatsoever.

- 5.) Reporting fraud and other irregular activities as they perform their duties, Township employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this policy. Illegal, unethical or dishonest actions harm us all. Each Township employee, therefore, has a responsibility and duty to report a co-worker's illegal or unethical conduct to his or her supervisor, Department Head or the Township Administrator.
- 6.) The Ethics Ordinance also prohibits officers and employees, their spouses and immediate family members living with the officer or employee, from soliciting or accepting gifts from prohibited sources as more fully explained in the Ethics Ordinance.
- 7.) The Ethics Ordinance establishes additional restrictions on employee conduct and violations of the Ordinance may result in both fines and incarceration as set forth in Section Four of the Ethics Ordinance. In addition, any violation of the Ethics Ordinance may result in further disciplinary action up to and including discharge.
- 8.) Should an employee have any questions regarding accepting or reporting the taking of gifts in violation of this policy, please contact the Township Administrator.

#### G. Reasonable Accommodation

- 1.) Hanover Township is committed to providing reasonable accommodation to enable qualified employees with disabilities to perform the essential functions of their jobs. Depending on the circumstances, reasonable accommodation may include modifying the work environment, making facilities accessible, restructuring a job, adjusting work schedules, granting leave, or other measures.
- 2.) The Township is also committed to providing reasonable accommodation of an employee's sincere religious observances and beliefs that conflict with normal job requirements.
- 3.) Any employee who believes that he or she needs accommodation based upon a disability or religion is responsible for bringing the matter to the attention of their direct supervisor. In the case of disability, the employee may be required to provide medical documentation establishing the existence of the disability, any job-related restrictions, and the estimated length of time for which the accommodation is needed.
- 4.) All medical information will remain in the employee's medical file.

#### H. Amendments

- 1.) The policies and procedures in this manual are subject to change and modification with or without notice. This manual is intended to generally describe the Township's policies, procedures and the benefits available to Township employees. Each employee can assist in keeping personnel policies current by notifying the