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|  | <b><i>Treatment of Employees</i></b> |                      |
|   | <b>Policy Type:</b>                  | Executive Limitation |
|   | <b>Number:</b>                       | EL-A-2.2             |
|   | <b>To be Reviewed:</b>               | Once per term        |
|   | <b>Approval Date:</b>                | March 9, 2020        |
|   | <b>Motion Number:</b>                | 20.C.109             |
|   | <b>Revised Date(s):</b>              |                      |

**Policy Statement:**

This policy identifies what types of decisions and actions the Chief Administrative Officer (CAO), and/or designates **may not do** in order to achieve Council's Ends. These Limitations set boundaries on the treatment of employees as to what means to achieve the Ends would be **unacceptable** even if the means worked.

The CAO will not cause or allow working conditions that are disrespectful, unsafe, disorganized, unclear and/or in conflict with the Town's Values.

Further, without limiting the scope of the above statement, the CAO will not:

1. Operate without sufficient, written personnel policies and procedures to clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.
2. Permit employees to be uninformed regarding the performance expectations by which they will be assessed.
3. Allow circumstances in which diversity is not respected.
4. Allow those qualified for positions to face unreasonable barriers due to unrelated disabilities.
5. Operate without an employee recognition and appreciation program.
6. Allow employees to be unprotected from liability.