



## Town of Westminister Visitor Code of Conduct

The Town of Westminister's employees strive to provide a positive experience for those visiting Town facilities, by adhering to the standards set forth in the Employee Handbook as well as the Board/Committee Handbook. Employee excellence in the Town of Westminister can only be achieved in a positive and healthy work environment and we are committed to providing that for our staff and visitors.

Additionally, the Town supports a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts. The Town does not tolerate workplace violence in any form or from any source, including the threat of violence by those who conduct business with the Town.

The Town will not tolerate harassing conduct that adversely affects employment conditions, interferes unreasonably with an individual's performance of their duties or that creates an intimidating, hostile or offensive work environment.

Complying with this Code of Conduct is required by all people doing business with Town employees, in any Town building, public space or meeting.

Violators who do not comply with this policy may be asked to leave the premises.

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### EXPECTED VISITOR CONDUCT

- ★ Avoid Causing Disturbances Or Disruptions
- ★ Show Respect For Others, Building Facilities And Personal Property Of Others
- ★ Use Common Courtesy When Interacting With Others
- ★ Do Not Engage In Any Lewd Or Offensive Behavior
- ★ Any Form Of Violence Is Prohibited
- ★ Smoking, Drinking Alcohol Or Appearing To Be Under The Influence Of Any Illegal Substance Is Prohibited

*Please be advised that severe and/or repeated violations may result in permanent suspension of facility privileges.*

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*Thank you for your cooperation and we look forward to assisting you!*