

**CODE OF CONDUCT (MANAGEMENT AND UNION EMPLOYEES) POLICY**  
**Council Policy No. 53/02**

POLICY:

The purpose of establishing this policy is not to restrict the rights of individuals, but rather, to assist in creating a positive work environment by establishing standards that allow employees to work in a professional and productive atmosphere.

This policy recognizes that individuals have the right to be treated with respect in the workplace. The Municipality will not, and employees should not, condone behaviour in the workplace that is unacceptable and likely to undermine work relationships or productivity, as our integrity and continued growth and success is a reflection of everything we do.

The responsibility for creating and maintaining a positive work environment rests with all persons sharing the work place. The Municipality, in exercising its responsibilities as the employer, will endeavour, at all times, to provide a positive work environment. A positive work environment is one which is free from offensive remarks, materials or behaviour, in which professional and productive working relationships are maintained, and in which employees provide courteous and efficient service to the community in a friendly and professional manner.

The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

This policy applies to all persons employed by the Municipality, which for the purposes of this policy include volunteers, but does not apply to elected officials.

A breach of this policy may result in disciplinary action, up to and including dismissal.

STANDARDS:

**A. Unacceptable Conduct**

The following list contains examples of the types of conduct which the Municipality views as unacceptable and deserving of discipline, up to and including dismissal. This list is not exhaustive of the types of conduct that may give rise to discipline or dismissal.

1. Deliberate or willful destruction or damage of property, equipment, machinery or tools belonging to the Municipality or fellow employees.
2. Theft of property belonging to the Municipality or fellow employees.

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STANDARDS:

**A. Unacceptable Conduct (continued)**

3. Engaging in immoral conduct, swearing, or using obscene or abusive language while on municipal premises or while on duty.
4. Harassment of fellow employees.
5. Possession of dangerous weapons or illegal items on municipal premises or while on duty.
6. Fighting, threatening or intimidating others, or provoking or instigating a fight on municipal premises or while on duty.
7. Engaging in illegal conduct on municipal premises or while on duty.
8. Refusal to follow instructions from a supervisor or any member of management without reasonable excuse.
9. Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices and endangering the safety of people while performing work on or off municipal premises.
10. Knowingly falsifying operation records of the Municipality, including time cards and employment applications.
11. Engaging in poor work habits, including
  - a) Stopping work or leaving the work area during work hours without notifying and obtaining permission from the supervisor or person in charge. This does not apply to emergency situations.
  - b) Repeated interruption of another employee's work for reasons unrelated to the performance of the duties or responsibilities of either employee.

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**STANDARDS:**

**A. Unacceptable Conduct (continued)**

11. Engaging in poor work habits, including
- c) Posting, altering or removing notices, signs or other materials on bulletin boards located on municipal premises that are unrelated to municipal business and without authorization from the Department Head. This does not include the posting, alteration or removal of materials related to union business on bulletin boards designated for use by the Union.
  - d) Overstaying a leave of absence without prior written approval.
  - e) Being absent from work or failing to report to work without reasonable cause and without notifying supervisor or other person in charge.
  - f) Unauthorized use of any municipal equipment, machinery or tools.
  - g) Using, possessing, consuming, or being under the influence of illegal drugs and/or alcohol while on duty.
  - h) Conducting personal business or personal matters unrelated to the employee's duties and responsibilities during work hours, exclusive of lunch hour and coffee breaks. This does not apply to emergency situations.

**B. Political Behaviour**

No employee shall use the prestige of the employee's position on behalf of any political party, nor shall such employee promise an appointment of any municipal position as a reward for any political activity.

**C. Workplace Dress**

Employees shall dress in attire appropriate for the employee's position, having regard to the nature of the employee's work and the importance of maintaining a professional work environment and image.

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STANDARDS: (continued)

**D. Outside Remuneration**

An employee engaged in outside employment may carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with the employee's job, and, in particular, that:

- it does not interfere with the performance of the employee's duties;
- it does not constitute a conflict of interest as set out in Policy No. 54/98, Conflict of Interest; and
- it does not involve the unauthorized use of municipal premises, services, equipment, information or supplies which the employee has access to by virtue of the employee's employment with the Municipality.

**E. Dealing with the Public**

Employees are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public.

**F. Appearing as a Witness**

Employees who are required to appear as a witness in court, or before an administrative tribunal or professional board, must advise the Municipality prior to the appearance if it is related to the employee's job with the Municipality. This requirement applies regardless of whether the employee will be appearing on behalf of the Municipality during regular work hours or on the employee's own time. If an employee gives false testimony while appearing as a witness, the employee may be subject to discipline, up to and including dismissal.

**G. Conflict of Interest**

The City recognizes the right of public service employees to be involved in activities as citizens of the community, but employees must keep their role as private citizens separate and distinct from their responsibility as public service employees and avoid conflict of interest situations. See Policy No. 54/98, Conflict of Interest.

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PROCEDURE:

All employees have a right to report verbally, or in writing, any evidence of breach of the standards set out in this policy. Reports should be submitted to the employee's direct supervisor or to the Personnel Office. Employees have a responsibility not to be frivolous or vindictive in making such reports.

Supervisors and all exempt management staff have an ongoing responsibility to respond immediately to stop any activity in the work place which undermines this policy, whether or not there has been a complaint. Inaction on the part of any supervisor or exempt management staff will be investigated by the City Manager and may result in disciplinary action being taken.

Disciplinary action, if required, will be subject to the administrative process as outlined in the collective agreement(s), where applicable.