



Policy 2019.04.19-01

Last Revised: July 31, 2018 – Motion 2019-133

EMPLOYEE CODE OF CONDUCT

POLICY

Employees are expected to act in a respectful and professional manner at all times to ensure that a positive work environment is maintained, and effective services are provided.

SCOPE

All employees of the Hamlet of Enterprise

DEFINITIONS

N/A

GUIDELINES

A. EMPLOYEES ARE EXPECTED TO:

1. Act with integrity and ethics

- a) Do what is right, be honest and fair with one's words or actions and reflect positively the values and reputation of the Hamlet of Enterprise.
- b) Maintain the highest ethical standards and refrain from gossip
- c) Work cooperatively with supervisors and co-workers
- d) Avoid being in a position of conflict of interest and notify their supervisor immediately of any potential conflict of interest

2. Respect Others

- a) Demonstrate respect to all employees, council members, community members and members of the public.
- b) Acknowledge that all employees work as a team and each team member represents many ideas, experiences and backgrounds and those ideas, experiences and backgrounds should be respected.
- c) Treat everyone equally no matter the characteristics one might have, or not have (Race, color, ancestry, place of origin, ethnic origin, nationality, religion or creed, age, disability, sex, sexual orientation, gender identity, marital status, family status, family affiliation, political belief or association, social condition, pardoned criminal conviction or record suspension).

3. Be accountable and show accountability

- a) Take responsibility for one's own actions and behaviours
- b) Show accountability by being reliable and dependable in fulfilling duties outlined in one's job description

4. Ask questions and seek guidance

- a) Ask an immediate supervisor (or someone with relevant information) questions to help better understand a situation that is unclear.

5. Safeguard information deemed confidential

- a) Do not disclose private (confidential) information to anyone, including colleagues, friends, family, or members of the public. An employee's obligation to protect information deemed confidential remains in effect outside of the workplace, outside of working hours, and even after employment ends.
- b) Confidential information means any information the Hamlet has not disclosed or made available to the public. Some examples include:
 - i. wages, salaries, or honorarium rates of anyone employed or paid by the Hamlet of Enterprise*
 - ii. content of agreements, contracts, bids or request for proposal content*
 - iii. financial data not normally disclosed to members of the public (eg: bank account numbers, credit card numbers, banking information, vendor account numbers)*
- c) Respect the privacy of all staff, members of council and the public, such as:
 - i. Do not give out any personal information (eg: birthdates, phone numbers, home addresses, cell phone numbers)*

6. Comply with policies, bylaws and other legislation

- a) employees are expected to be familiar with the Hamlet Policies and Bylaws relevant to their responsibilities and conduct themselves in a manner consistent with those policies.

7. Practice Workplace Safety

- a) It is important to realize that in addition to employer responsibilities, an employee also has the following responsibilities to help keep themselves and their environment safe:
 - i. Follow all safety rules and practices*
 - ii. Participate and embrace all safety training provided*
 - iii. Cooperate with supervisors who enforce safety rules and practices*
 - iv. Take necessary steps to protect yourself and your co-worker/s*
 - v. Pay attention to safety in your surroundings at all times*
 - vi. Report immediately all accidents, injuries, unsafe practices or conditions to your immediate supervisor, or the Senior Administrative Officer*

B. EMPLOYEES ARE EXPECTED NOT TO:

1. Be impaired while on duty, whether by alcohol or other substances

- a) be under the influence, or in possession, of alcohol or drugs during working hours, or on Hamlet property.

2. Use loud, abusive, or profane language

- a) yell, swear or threaten anyone

3. Conduct name calling or make negative accusations

- a) call people names, put people down, accuse people of things they may not be, or have done.

4. Willfully violate Hamlet policies or bylaws

- a) deliberately not adhere to hamlet policies or bylaws

5. Claim to be engaging in an activity or participating in a cause on behalf of the Hamlet unless authorized by an immediate supervisor or the SAO

- a) represent the Hamlet unless for approved Hamlet business

6. Deliberately damage Hamlet property

- a) willfully damage any asset belonging to the hamlet (office equipment or furniture, vehicles, equipment, sides capes, buildings, land, etc.)

7. Conduct illegal activities on Hamlet property

- a) break the law, for example: sell drugs or alcohol, steal, operate vehicles or equipment without an appropriate license, harass people, etc.

8. Use Hamlet time, equipment, or assets for personal gain.

- a) Staff are expected NOT to:

- i. engage in personal activities during work hours that interfere with or prevent you from fulfilling your job responsibilities.*
- ii. use Hamlet computers and equipment for outside businesses, or for illegal or unethical activities such as gambling, pornography or other offensive subject matter.*
- iii. take for yourself any opportunity for financial gain that you learn about because of your position with the Hamlet or through the use of Hamlet property or information*

** Hamlet property includes: money, purchase orders, credit cards, intranet bandwidth, telephones, cell phones, computers, vehicles, buildings, tools, equipment, etc.*

- iv. accept gifts or meals in exchange for doing, or promising to do, anything for other Hamlet employees, colleagues, or members of Council or the public.*

- b) Staff may accept gifts of symbolic value, such as:

- i. items with logos that promote a business, or program, in recognition of a specific initiative*
- ii. gifts offered to a group of employees from a supplier or funder*
- iii. gifts that recognize an accomplishment and is publicly or formally presented (plaque, trophy, any gift)*

C. DISCIPLINARY ACTION

1. Employee Discipline

- a) Employees who do not comply with this policy will be subject to disciplinary action up to and including dismissal.

ATTACHMENTS

N/A

REFERENCES

- 1. Progressive Discipline Policy
- 2. Employment Bylaw #2020-45