



## POLICY MANUAL

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| <b>Legal References:</b><br><br>   | <b>Policy Department:</b><br><br>Human Resources  |
| <b>Cross References:</b><br><br>   | <b>Policy Number:</b><br>HR 1   |
| <b>Adoption Date:</b><br>September 25, 2017<br><br><b>Revision Date:</b><br><br> | <b>Policy Title:</b><br>Code of Conduct<br><hr style="border: 0.5px solid black;"/> <b>Review Date:</b><br><br> |

**POLICY PURPOSE**

To ensure that all employees of the town conduct themselves in a ethical and professional manner at all times.

**POLICY STATEMENT**

The Town of Wembley is committed to providing a safe, healthy workplace which promotes a high level of job satisfaction and a respectful work environment. We believe that it is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the municipality in maintaining an exemplary work environment, we require that all employees of the Town of Wembley conduct themselves in an ethical and professional manner at all times.

Policy Name: Code of Conduct  
 Policy Number: HR1

## **Guidelines**

To preserve the core values and business principles upon which our municipality is founded, we have compiled a list of unacceptable behavioral actions that have been classified as either:

- Hazardous to employee safety;
- Criminal;
- A negative influence on workplace morale; or
- Detrimental to the success of our Municipality

The Town of Wembley reserves the right to discipline and, in certain cases, terminate the employment of any employee for participating in any conduct that violates the Town of Wembley's *Code of Conduct* standards and policies.

## **Unacceptable Actions/Behavior's**

Unacceptable behavior's shall include but not be limited to the following:

- Causing physical harm to another person;
- Threatening or harassing behavior
- Willful damage or destruction to employer property or employee property;
- Possession of a weapon while on employer premises or while conducting business on behalf of the employer;
- Disorderly, immoral or indecent conduct;
- Violation of health and safety practices, policies or procedures;
- Theft, including physical and intellectual properties;
- Insubordination
- Dishonest, illegal or improper business activities;
- Job abandonment;
- The use, possession, sale, manufacturing, or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- The use of alcohol or illicit narcotics off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's reputation in the community.
- Failure to report the use of any prescribed drug which may alter the employee's ability to safely perform his or hers duties;
- Arriving to work late without providing advance notice or reasonable cause;
- Failure to properly report an absence;
- Failure to meet stated goals, objectives, or performance metrics required for a position;
- Failure to not declare a Conflict of Interest; and
- Releasing confidential information to the public.

## TOWN OF WEMBLEY

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all employer practices, policies and procedures.

### **Acknowledgement and Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Code of conduct of the Town of Wembley. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy. I may face corrective action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_