

Section/Number: Human Resources – 006	Approval Date: (DD/MM/YY)
Subject: Code of Work Ethics	Amendment Dates:
<p>Policy</p> <p>Employees are expected to abide by the Code of Ethics as well as all other policies in order to ensure a positive work environment and provide constructive and effective services to community residents.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. Employees are expected to: <ol style="list-style-type: none"> 1.1. Conduct themselves in a friendly, courteous and professional manner with all co-workers 1.2. Maintain the highest ethical standards and refrain from gossip 1.3. Contribute to the efforts of the team and offer assistance wherever required 1.4. Be honest, trustworthy, reliable and dependable in fulfilling all duties 1.5. Take direction from and work cooperatively with supervisors 1.6. Maintain confidentiality 1.7. Demonstrate respect and regard for residents, clients, supervisors and co-workers 1.8. Avoid being in a position of conflict of interest and notify their supervisor immediately of any potential conflict of interest. 2. Employees are expected not to: <ol style="list-style-type: none"> 2.1. Use loud, abusive, or profane language 2.2. Conduct illegal activities on Community Government property 2.3. Wilfully damage Community Government property 2.4. Be intoxicated while on duty, whether by alcohol or other substances 2.5. Lobby or solicit for a cause, a political agenda, or business patronage on Community Government property 2.6. Wilfully violate Community Government policies 2.7. Claim that he/she is engaging in an activity or participating in a cause on behalf of Community Government unless authorized by his/her supervisor. 3. Employees who fail to comply with this policy may be subject to disciplinary action up to and including dismissal. 	

4. All allegations or suspicions of employee behaviour that violates territorial or federal legislation, including the Criminal Code of Canada, will be reported to the appropriate authorities.

Attachments

N/A

References

N/A