

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 5.05.ON
Section:	Employee Relations	Issued:	Nov. 15, 2019
Subject:	CONDUCT and BEHAVIOUR	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-01
Issued by:		Dated:	Feb 2017

1 POLICY

- 1.01 Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees and the protection of the **Community Resource Centre's** assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.
- 1.02 The **Community Resource Centre** is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale, or use of such materials on organization premises or during the conduct of the **Community Resource Centre's** business is prohibited. A breach of this policy will result in discipline up to and including discharge.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour; and to encourage consistency throughout the organization.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Each employee is responsible for observing rules of conduct that are normally accepted as standard in a business enterprise.
- 4.02 Supervisors are responsible for counselling employees promptly when their conduct or behaviour is inconsistent with the intent of this Statement of Policy and Procedure.

5 DEFINITIONS

None

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

SPP HR 2.01.ON — Employment Principles
 SPP HR 5.01.ON — Employee Relations Principles
 SPP HR 5.03.ON — Workplace Harassment

7 PROCEDURE

- 7.01 **Appropriate Conduct and Behaviour** includes but is not limited to:

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- Adherence to published policies, practices and procedures;
- Support for the vision, mission, philosophy and values of the **Community Resource Centre**;
- Competent performance of all job duties assigned;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the **Community Resource Centre** in the conduct of its business.

7.02 **Inappropriate Conduct and Behaviour** includes but is not limited to:

- Leaving work early without supervisor's permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to unsanitary conditions;
- Insubordination;
- Excessive personal use of telephones or computer facilities.

7.03 **Unacceptable Conduct or Behaviour includes:**

- Possession of guns, weapons or explosives on organization property;
- Possession, consumption or use of alcoholic beverages or illegal substances while on organization premises;
- Solicitation of other employees, for any reason, during working hours, unless approved in advance by the **Executive Director**;
- Wilful violation of safety rules and procedures;
- Wilful neglect and/or mishandling equipment and machinery;
- Unsafe driving of company vehicles;
- Theft and/or falsification of organization records;
- Indecency;
- Fighting;
- Poor or careless work;
- Sleeping while on duty
- Accepting gifts, favours or gratuities from firms, organizations, agents, employees, or other individuals who may or do conduct business with the **Community Resource Centre** with a dollar value in excess of \$10.00.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.