



CODE OF CONDUCT POLICY

Department	Human Resources	Policy No.	60
Adopted by Council	February 10, 2025	Resolution Number	020/2025

PURPOSE

- 1.1 The purpose of this policy is to:
 - a) establish workplace standards that foster a safe, inclusive, professional, and productive work environment, promoting efficiency, and diversity; and
 - b) support a culture of respect and collaboration, ensuring success for all employees.
- 1.2 This policy recognizes that individuals have the right to be treated with respect in the workplace.
- 1.3 The District will not, and employees should not, condone behaviour in the workplace that is unacceptable and likely to undermine work relationships or productivity.

RESPONSIBILITY

- 2.1 The responsibility for creating and maintaining a positive work environment rests with all people sharing the workplace.
- 2.2 As the employer, the District is committed to fostering a positive work environment by:
 - a) Ensuring the workplace is free from offensive remarks, behaviours, or materials.
 - b) Promoting and maintaining professional, respectful, and productive working relationships.
 - c) Encouraging employees to deliver courteous, efficient, and professional service to the community.

SCOPE

- 3.1 This policy applies to all employees, volunteers, contractors, and any individuals representing the District.
- 3.2 The policy does not represent Elected officials, as they are expected to adhere to their own respective codes of conduct.

DEFINITIONS

- 4.1 In the policy,
 - a) "District" means the District of Hudson's Hope; and
 - b) "Supervisor" includes both exempt management and union employees who are responsible for overseeing the work and performance of other employees.

POLICY

5.1. Employees are expected to conduct themselves in a manner that upholds the following principles:

- a) Integrity: Act honestly, transparently, and in the best interest of the District;
- b) Respect: Treat colleagues, community members, and stakeholders with dignity and professionalism;
- c) Accountability: Take responsibility for actions, decisions, and their consequences;
- d) Inclusivity: Foster a diverse, equitable, and harassment-free workplace; and
- e) Professionalism: Maintain high standards of conduct and performance in all work-related activities.

Workplace Behaviour Expectations

5.2. Employees must:

- a) Comply with all policies, procedures, and legal requirements;
- b) Refrain from discriminatory, harassing, or offensive behaviour;
- c) Maintain confidentiality of sensitive information;
- d) Use District resources responsibly and ethically; and
- e) Avoid conflicts of interest and disclose any potential conflicts promptly.

Prohibited Conduct

5.3. Behaviours that are strictly prohibited on District premises or while on duty include:

- a) Harassment, bullying, or discrimination of any kind;
- b) Theft, fraud, or misuse of District or fellow employees' property or resources;
- c) Deliberate or willful destruction or damage to property belonging to the District or fellow employees;
- d) Acts of violence, threats, or any form of workplace aggression;
- e) Engaging in illegal activities;
- f) Swearing, or use of obscene, abusive or offensive language;
- g) Possession of dangerous weapons or illegal items;
- h) Fighting, threatening, intimidating, provoking others, or instigating a fight;
- i) Failure or refusal to follow reasonable instructions from a Supervisor;
- j) Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices, and endangering the safety of people while performing work; or
- k) Knowingly or negligently falsifying District records, including timecards and employment applications.

Unacceptable Work Habits

- 5.4. Employees are expected to avoid engaging in poor work habits, including:
- a) Stopping work or leaving the work area during work hours without prior notifications or permission from a Supervisor, except in emergency situations;
 - b) Repeatedly interrupting another employee's work for reasons unrelated to the performance of the duties;
 - c) Overstaying a leave of absence without prior written approval;
 - d) Being absent or failing to report to work without reasonable cause and without notifying a Supervisor;
 - e) Unauthorized use of District equipment, machinery or tools;
 - f) Using, possessing, consuming, or being under the influence of drugs, alcohol, mood altering substances or misusing medications while at work;
 - g) Conducting personal business during work hours, excluding lunch breaks and coffee breaks, except in emergency situations; or
 - h) Making negative, inflammatory, disparaging, or unprofessional remarks about the District that may negatively affect the image of the organization, including posts on personal social media accounts.

Political Behaviour

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

Workplace Dress

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

Other Employment

- 5.7. An employee may have other employment outside of their employment with the District provided that the outside employment does not:
- a) Place demands inconsistent with their job or employment agreement,
 - b) Interfere with the performance of the employees' duties.
 - c) Constitute a conflict of interest; and
 - d) Involve the unauthorized use of District premises, services, equipment, information or supplies which the employee has access to by virtue of the employee's employment with the District.

Dealing with the Public

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

Appearing as a Witness

5.9. Employees who are required to appear as a witness in court, or before an administrative tribunal or professional board, must advise the District prior to the appearance if it is related to the employee's job with the District.

5.10. This requirement applies regardless of whether the employee will be appearing on behalf of the District during regular work hours or the employee's own time.

5.11. If an employee gives false testimony while appearing as a witness, the employee may be subject to discipline, up to and including dismissal.

Conflict of Interest

5.12. The District 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.

Reporting Violations

5.13. All employees have a right to report verbally, or in writing, any evidence of breach of the standards set out in this policy.

5.14. Employees who witness or experience violations of this policy are encouraged to report concerns to their direct Supervisor or to Human Resources.

5.15. Employees have a responsibility not to be frivolous or vindictive in making such reports.

5.16. Retaliation against individuals who report misconduct in good faith is prohibited.

5.17. Supervisors have an ongoing responsibility to respond immediately to stop any activity in the workplace which undermines this policy, whether there has been a complaint received or not.

5.18. Inaction on the part of any Supervisor will be investigated by the Chief Administrative Officer and may result in disciplinary action.

Disciplinary Actions

5.19. Violations of this Code of Conduct may result in disciplinary action.

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

5.21. Consequences will be determined based on the severity and nature of the violation.

Acknowledgement and Agreement

I acknowledge that I have read and understood the Code of Conduct Policy of the District of Hudson's Hope. 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 set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____ Signature: _____

Date: _____ Witness: _____