

Peace River Regional District Statement of POLICY and PROCEDURE			
Department:	Administration	Policy No.	0340-20-22
Section:	Human Resources	Issued:	October 24, 2013
Subject:	Code of Conduct	Effective:	October 24, 2013
Board Resolution # and Date:	RD/13/10/04(24)	Page:	1 of 5
		Replaces	
Issued by:	Shannon Anderson	Dated:	
Approved by:	Shannon Anderson		

1. POLICY

1.1. This policy recognizes that individuals have the right to be treated by supervisors, coworkers, elected officials and the public with respect in the workplace. The Peace River Regional District (PRRD) will not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine work relationships or productivity, as our integrity and continued growth and success is a reflection of everything we do.

The responsibility for creating and maintaining a positive work environment rests with all persons sharing the work place. The PRRD in exercising its responsibilities as the employer will endeavor, at all times, to provide a positive work environment. A positive work environment is one which is free from offensive remarks, materials, or behavior, in which professional and productive working relationships are maintained, and in which employees provide courteous and efficient service to the community in a friendly and professional manner.

The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

2. PURPOSE

2.1. The purpose of establishing this policy is not to restrict the rights of individuals, but rather, to assist in creating a positive work environment by establishing standards that allow employees to work in a professional and productive atmosphere.

3. SCOPE

3.1. Unacceptable Conduct

The following list contains examples of the types of conduct which the PRRD views as unacceptable and deserving of discipline, up to and including dismissal. This list is not exhaustive of the types of conduct that may give rise to discipline or dismissal.

3.1.1. Deliberate or willful destruction or damage of property, equipment, machinery or tools belonging to the PRRD or fellow employees. ✓

3.1.2. Theft of property belonging to the PRRD or fellow employees. ✓

3.1.3. Engaging in immoral conduct or offensive behaviour, swearing, or using obscene or abusive language while on PRRD premises or while on duty. ✓

3.1.4. Harassment or disrespect of fellow employees. ✓

3.1.5. Discourteous, rude, aggressive or disrespectful comments or actions toward PRRD clients or general public. ✓

3.1.6. Possession of dangerous weapons or illegal items while on duty. ✓

3.1.7. Fighting, threatening or intimidating others, or provoking or instigating a fight while on duty. ✓

3.1.8. Engaging in illegal conduct on PRRD premises or while on duty. ✓

3.1.9. Refusal to follow instructions from a supervisor or any member of management without reasonable excuse. ✓

3.1.10. Knowingly or negligently engaging in unsafe work habits, including violating safety rules or practices and endangering the safety of people while performing work. ✓

3.1.11. Knowingly falsifying records of the PRRD. ✓

3.1.12. Purposely not being truthful. ✓

3.1.13. Engaging in poor work habits, including: ✓

3.1.14. Stopping work or leaving the work area during work hours without notifying and obtaining permission from the supervisor or person in charge. This does not apply to emergency situations. ✓

3.1.15. Repeated interruption of another employee's work for reasons unrelated to the performance of the duties or responsibilities of either employee. ✓

3.1.16. Overstaying a leave of absence without prior written approval. ✓

3.1.17. Being absent from work or failing to report to work without reasonable cause and without notifying supervisor or other person in charge. ✓

3.1.18. Unauthorized use of any PRRD equipment, machinery or tools. ✓

3.1.19. Using, possessing, consuming, or being under the influence of illegal drugs and/or alcohol while on duty.

3.1.20. Conducting personal business or personal matters unrelated to the employee's duties and responsibilities during work hours, exclusive of lunch hour and coffee breaks. This does not apply to emergency situations.

3.2. Political Behaviour

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

3.3. Workplace Dress

3.3.1. Employees shall dress in attire appropriate for the employee's position, having regard to the nature of the employee's work and the importance of maintaining a professional work environment and image.

3.4. Outside Remuneration

3.4.1. An employee engaged in outside employment may carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with the employee's job, and, in particular, that:

3.4.1.1. it does not interfere with the performance of the employee's duties;

3.4.1.2. it does not constitute a conflict of interest;

3.4.1.3. it does not involve the unauthorized use of PRRD premises, services, equipment, information or supplies which the employee has access to by virtue of the employee's employment with the PRRD.

3.5. Dealing with the Public

3.5.1. Employees are expected to conduct themselves in a friendly, courteous and professional manner when dealing with the public. In the small number of cases when a member of the public may become abusive, or is persistently rude, employees may respond as follows:

3.5.1.1. advise if the person continues behavior, employee will terminate the conversation;

3.5.1.2. the PRRD's expectation is that the member of the public should be given the opportunity to cease this behaviour. If they are rude, the employee should not be rude back, but should be firm and explain that they are trying to help the person;

3.5.1.3. the employee should attempt to end on a constructive and positive note. If this is not possible, it is appropriate to ask your supervisor for assistance

3.6. Conflict of Interest

3.6.1. The PRRD 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.

4. RESPONSIBILITY

4.1. The responsibility for creating and maintaining a positive work environment rests with all persons sharing the work place. The PRRD in exercising its responsibilities as the employer will endeavor, at all times, to provide a positive work environment. A positive work environment is one which is free from offensive remarks, materials, or behavior, in which professional and productive working relationships are maintained, and in which employees provide courteous and efficient service to the community in a friendly and professional manner.

4.2. The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

4.3. This policy applies to all persons employed by the PRRD, which for the purposes of this policy include volunteers, but does not apply to elected officials.

5. DEFINITIONS

5.1. None

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.1. This policy is meant to augment the collective agreement and exempt staff policy where required. A breach of this policy may result in disciplinary action, up to and including dismissal.

7. PROCEDURE

- 7.1. All employees have a right to report verbally, or in writing, any evidence of breach of the standards set out in this policy. Reports should be submitted to the employee's direct supervisor or to the Personnel Office. Employees have a responsibility not to be frivolous or vindictive in making such reports.
 - 7.2. Supervisors have an ongoing responsibility to respond immediately to stop any activity in the work place which undermines this policy, whether or not there has been a complaint.
 - 7.3. Disciplinary action, if required, will be subject to the administrative process as outlined in the collective agreement(s), or the exempt staff policy where applicable. The Corporate Officer or designate is responsible to enter the Board Resolution Number and date approved on the Statement of Policy and Procedure, following approval of the Board.
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