 Corporate Procedure

# Behaviour Standards

**Approved by**: Council

**Date Approved**: April 4, 2006 **Last Modified Date**: June, 2013

**Replaces**: 5-10 of HR Manual **Scheduled for Review by:** 2018

**Procedure Number: HR-MNG-002-001Parent Policy: HR-MNG-002**

**Author: Human Resources**

**References and Related Documents**

[Standards of Conduct Policy](https://greydocs.ca/urm/idcplg?IdcService=GET_FILE&dDocName=GC_106427&RevisionSelectionMethod=LatestReleased&Rendition=Web)

## Purpose

Each employee is expected to conduct themselves responsibly while on duty. The following examples of behavior are considered under “regular business norms**”** as unacceptable, and shall subject an employee to disciplinary action or possible discharge.

Please speak with your supervisor or a member of the Human Resources Department should you require further clarification of the Behaviour Standards.

## Scope

Behaviour standards apply to all persons employed by the County of Grey. The Corporation will contact the police regarding any violation of the Criminal Code.

### Examples of Behaviours considered as Unacceptable

1. ALCOHOL/DRUG USE

The violation of use or possession of illegal drugs and/or legal drugs on the Corporation’s premises will result in disciplinary action, up to and including termination.

1. DAMAGING PROPERY

The neglect, carelessness or mischief of an employee that results in the loss, damage, breakage or destruction of Corporation property, or the property of fellow employees or others.

1. DISCOURTEOUS BEHAVIOUR

The use of profane, discourteous, abusive or rude language or action, against another employee, supervisor or other person.

1. DISCRIMINATION

Discrimination or harassment against a fellow employee or other, because of race; colour, age, religion, sex, sexual preference, national origin, or mental or physical disability.

1. DRESS CODE/GROOMING

The failure to report to work and adhere to the Corporation’s Dress Code and grooming policies.

1. EMPLOYEE ABSENTEEISM

The excessive absenteeism or tardiness excused or unexcused.

1. FACILITIES AND EQUIPMENT

The uses of equipment, materials, or facilities for purposes other than Corporation business, without authorization.

1. FAILURE TO REPORT ACCIDENTS

Failure to report accidents; breakage or damage to equipment and machinery (which occurs when assigned to drive or use equipment and machinery); giving false information; refusing to give testimony when accidents are being investigated; or receiving traffic violation when operating vehicles of the Corporation.

1. FAILURE TO OBSERVE SAFETY RULES

Failure to observe established fire safety, health and safety procedures and engage in dangerous or potentially dangerous activities.

1. FALSIFYING RECORDS

Falsifying or altering of employment or time records, work schedules or payroll records, expense reports or approval of expenditures by supervisors/managers. Falsifying an employment application, and/or providing false or misleading information, prior to or during your employment.

1. GAMBLING

Gambling or engaging in gambling activities on the Corporation’s premises.

1. INDECENT BEHAVIOUR

Engaging in any immoral or indecent behavior or soliciting persons for immoral purposes or the aiding or the abetting of any of the above.

1. INSUBORDINATION

Willful disregard, disrespect toward a supervisor or representative of management, or failure to obey or perform work as required or assigned.

1. NOT REPORTING FOR WORK

Failure to call or to report for work, as scheduled; failure to give adequate notice of the inability or reporting to work without a legitimate reason; failure to call or report for three consecutive days will be considered an automatic voluntary termination.

1. PERSONAL INJURY

Failure to report any personal injury to either yourself, or witnessed by you, sustained while on duty.

1. POLICIES AND PROCEDURES

Violation of any approved policies and procedures of the Corporation’s Departments.

1. RELEASING CONFIDENTIAL INFORMATION

Releasing confidential information to other employees, clients, or outside organizations without authorization to do so.

1. THEFT

Embezzling and/or pilfering of Corporation property, of the property of employees or others (the unauthorized removal, storage, transfer or utilization).

1. VIOLENCE IN THE WORKPLACE

Fighting or attempting bodily injury to a fellow employee or others, threatening, intimidating, coercing or interfering with other employees on the premises at any time.

1. WEAPONS

Possession of any dangerous weapon while on Corporation property.