

# VILLAGE OF EMPRESS

Title: Standards of Professional Conduct

Policy Number:12-03

Effective Date: August 15, 2013

Revised Date: November 22, 2018

## Standards of Professional Conduct Policy

### Intent

The Village of Empress is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful, collegial atmosphere. We believe that it is a shared responsibility of all Village of Empress employees to work towards the constant improvement of our workplace. To assist Village of Empress in maintaining an exemplary work environment, we require that all employees conduct themselves in an ethical and professional manner, at all times. Village of Empress employees are also required to manage their time wisely and not participate in any time theft.

In the Village of Empress, there is zero tolerance for abuse and Village of Empress reserves the right to discipline and, in certain cases, terminate the employment of any employee that engages in conduct unbecoming of Village of Empress standards and policies.

### Guidelines

#### Unacceptable Actions / Behaviours

To preserve the core values and business principles that Village of Empress is founded upon, we have compiled a list of unacceptable behavioural actions. Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person.
- Wilful damage or destruction to Village of Empress property, or employee property.
- Possession of a weapon while on Village of Empress premises, or while conducting Village of Empress business.
- Disorderly, immoral, or indecent conduct.
- Bad mouthing colleagues or the Village in public
- Violation of health and safety practices, policies and procedures.
- Theft, including physical and intellectual properties.
- Insubordination.
- Dishonest, illegal or improper business activities.
- Job abandonment.
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either.
- The use of alcohol, marijuana or illicit narcotics off Village of Empress premises that adversely affects the employee's work performance, the safety of the employee's own safety or the safety of others at work, or Village of Empress regard or reputation in the community.
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties.

- Failure to meet stated goals, objectives and/or performance metrics required for a position.

Employees are expected to perform their job duties in a manner conducive to a safe workplace, following all Village of Empress practices, policies and procedures.

## Harassment / Bullying/ Discrimination (see policy 11-07 Respectful workplace policy)

### Absenteeism/Attendance

Village of Empress considers an employee absent if he or she does not attend work as scheduled, regardless of cause.

- Each employee is responsible for notifying his or her supervisor/manager of absence for each day that the absence occurs, regardless of cause. Each employee is also responsible for reporting when he or she is likely to return to work. Absences without excuse will not be tolerated and are subject to progressive corrective action. Village of Empress reserves the right to terminate any employee who is absent for three (3) or more consecutive working days without notification.
  - An employee who does not intend to report to work because of illness (or any other reason) must notify his or her immediate supervisor/manager – either by telephone or e-mail message – within 30 minutes of the employee’s regularly scheduled starting time. Failure to provide required notification of any absence whatsoever may result in disciplinary action.
- Employees who are absent for more than three (3) or more consecutive working days are required to submit a note from a licensed physician or medical practitioner stating the nature of the illness and/or medical condition that led to the absence. Employee absenteeism due to a work-related illness or injury could be required to submit to a physical examination before returning to work in order to minimize liability to Village of Empress.
  - Full time employees are entitled to 10 sick days per calendar year. These sick days may not be accumulated from year to year. Part time employee’s sick days will be prorated.
  - Any employee who remains absent for more than three (3) consecutive business days, without contacting the company, shall be considered as having abandoned and resigned his or her position.
  - Any employee who has been absent due to illness or injury for more than (10) days per calendar year shall have their attendance record reviewed; he or she may be required to submit a physician’s note or other medical evidence to validate additional sick days registered for that year.
- Unacceptable attendance includes (but is not limited to) unexcused or persistent early departure during scheduled working hours, abuse of established sick leave benefits, or tardiness.
  - Early departures during scheduled working hours are considered excessive if they exceed 5 per calendar year, regardless of cause.
  - Employees are considered tardy if they arrive later than their scheduled start time.

- Abuse of sick days will not be tolerated. Supervisors and managers have been instructed to remain vigilant of the following sick leave patterns, particularly if the patterns are chronic and persistent:
  - Absence on weekends, Saturdays, or Sundays where the employee is scheduled to work.
  - Absences during the day before and/or the day after scheduled vacation day(s) or statutory holiday(s).
  - Absences during the day immediately following a pay day.
  - Absences where an employee calls in sick immediately after another sick day has accrued.
  - Situations where the absence(s) coincides with desirable days off.
- Unexcused and/or unauthorized absences will result in the employee forfeiting his or her pay for the duration of the absence. Employees will not be allowed to apply for paid illness benefits following the unexcused absences.
- Exceptions to this policy include absence due to approved Maternity/Parental Leave, Jury Duty, Military Leave, and pre-approved attendance of professional development activities. For absence due to family or spousal bereavement, please refer to Village of Empress's Bereavement/Funeral Leave Policy.
- Absences approved under the provision of federal and provincial law, and absences approved for the purpose of complying with military requirements, will not be considered as an unscheduled, unapproved, or unexcused absence.

## Time Management

All employees of Village of Empress are required to spend their time wisely while on Company time. Theft of time through non-productivity shall result in disciplinary action. This includes, but is not limited to:

- Excessive amounts of time spent socializing with other employees;
- Time spent in frivolous pursuits on the internet or on email for non-business purposes;
- Employees being overly distracted from their scheduled projects due to cell phone communications, etc.

## Personal Privacy

All employees of Village of Empress are entitled to the rights of personal privacy. Employees are under no obligation to reveal their age, race, religion, political alliances, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, same-sex partnership status, family status, disability or the receipt of public assistance and/or any other Human Rights protected grounds.

In the event that an employee feels that their personal privacy is being intruded upon, Village of Empress encourages them to confront the person and politely ask them to cease and desist their line of questioning. If this is not possible, and the situation is extreme in nature, then the employee should contact their manager or Human Resources to deal with the problem.

Village of Empress employees should refrain from making their religious, political or personal views that relate to sensitive topics public, as they are inappropriate topics of discussion for the workplace.

## Language

Village of Empress strictly forbids the use of profane language on Village of Empress premises, or while conducting Village of Empress business.

The use of profane language may be offensive to some employees, clients, or customers, and is generally unprofessional conduct that is unacceptable in the workplace.

## Noise

Village of Empress employees should avoid causing undue distractions in the workplace via excessive noise from conversations, radios or other music playing devices, computers, or video players.

Excessive noise may create an unwanted distraction that could detract from the quality of work completed by other employees, and from their overall workplace experience.

## Distractions

Village of Empress employees should respect the work-schedules of others when engaging them in conversation, or providing any type of distraction that may remove their focus from work. Remember that your discussion may distract others in the surrounding area as well.

Village of Empress asks that you limit personal conversations to scheduled break times, or either before or after regular work hours.

## Cleanliness

Village of Empress employees are expected to maintain a clean workplace by cleaning up after themselves whenever possible, including at their desk or workstation, and in any kitchen areas as well.

## Disciplinary Action

If the findings of an investigation indicate that a violation of the Standards of Professional Conduct Policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense (an oral or written warning, training or counselling, monitoring the harasser, suspension, or dismissal may all be appropriate).

Disciplinary action for excessive absenteeism, poor attendance, or other violations of this policy shall be administered, in progression, according to the following procedures:

- Documented verbal counselling, to be signed by the offending employee.
- Warning letter, to be dated and signed by the offending employee.
- Suspension of employee's duties and pay, up to 3 days.
- Termination of the offending employee from Village of Empress's employ.

## Acknowledgement & Agreement

I, \_\_\_\_\_ acknowledge that I have read and understand the Standards of Professional Conduct Policy of Village of Empress. Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to these guiding principles. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_