

# Town of Truro – Policy & Procedure Manual

**Subject:** Code of Conduct Policy  
**Policy Number:** P100-029  
**Approval Date:** February 5, 2018  
**Departments:** All Departments

## **INTRODUCTION**

The Town of Truro is committed to providing a safe, healthy workplace that promotes a high level of job satisfaction and a respectful work environment. It is a shared responsibility of all employees to work towards the constant improvement of our workplace. To assist the Town of Truro in maintaining an exemplary work environment, we require that all employees of the Town of Truro conduct themselves in an ethical and professional manner, at all times.

## **PURPOSE**

The Town of Truro is committed to addressing issues of employee misconduct by investigating incidents and applying the principle of progressive discipline where appropriate. The purpose of the Code of Conduct Policy is to provide guidelines, which may be changed from time to time, to promote what is considered acceptable conduct and behaviour for all employees, and to facilitate the fair and consistent treatment of all employees.

## **POLICY**

It is the policy of the Town of Truro to promote and ensure appropriate conduct among all employees and to facilitate the fair and consistent treatment of all employees.

## **APPLICATION**

This Employee Code of Conduct Policy applies to all employees of the Town of Truro including full-time paid employees of the Truro Fire Service, but does not apply to the Truro Police Service. The Policy is intended to complement, not replace, the Non-Union Personnel Policy and applicable collective agreements, and where this Policy conflicts with the Non-Union Policy or applicable collective agreement, the Non-Union Policy or applicable collective agreement takes precedence. The Employee Code of Conduct Policy is a guide to assist Town staff, administration, Council and employees, and is not binding.

## **OBJECTIVES**

The objectives of this policy are to:

- a) Encourage positive employee/employer relations by providing fair and consistent treatment of all staff;
- b) Encourage the proper conduct of Town of Truro employees;
- c) Ensure that all employees of the Town of Truro are aware of their obligations and the consequences of disregarding those obligations; and
- d) Ensure that employee misconduct is dealt with in an appropriate and timely manner.

## **EMPLOYEE MISCONDUCT**

Employee misconduct shall include, but not be limited to the following:

- Causing physical harm to another person;
- Threats or harassing behaviour;
- Willful damage or destruction to employer property, or employee property;
- Possession of a weapon while on employer premises, or while conducting business on behalf of the employer;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal or improper business activities;
- Disparaging comments in relation to other employees, supervisors, management, Councillors, or the Town of Truro on public social media sites (i.e. Facebook, Twitter, Instagram);
- Job abandonment;
- The use, possession, sale, manufacture or dispensation of any illegal drug, alcohol, or paraphernalia associated with either;
- Criminal activity that adversely affects the employer's reputation in the community;
- The use of alcohol or illicit narcotics on or off employer premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or the employer's 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;
- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence;
- Failure to meet stated goals, objectives and/or performance required for a position;
- Carelessness, poor attitude towards and/or poor work habits in the performance of the employee's work duties;
- Failure to perform job duties in a manner conducive to a safe workplace, and
- Failure to follow all employer practices, policies and procedures.

## **VIOLATIONS OF THE POLICY**

Any employee (unionized or non-unionized) who violates this policy will be subject to appropriate disciplinary action as determined by the immediate supervisor, Human Resource Officer, Manager, Director and/or Chief Administrative Officer. Appropriate disciplinary action may include verbal warnings, written warnings, demotions, suspensions with or without pay, and termination of employment.

Any disciplinary action is subject to the grievance provision of the collective agreement for unionized employees and the appeal provisions of the non-union employee policy and procedures manual.