

**REFERENCE: By-Law #**

**Subject: Part 5 - 8.1 Code of Conduct**

**Description of Policy**

The Municipality believes that most employees will act fairly and reasonably at all times. Accordingly, it is for the protection of this majority that a code of conduct has been established. Breaches of these prohibited activities or other acts against municipal or employee interests will result in disciplinary action, from a reprimand to suspension and/or termination.

Prohibited Activities

The following activities and practices are strictly prohibited and will result in immediate and serious disciplinary action, from a reprimand to suspension and/or termination:

- a) Reporting to work intoxicated, consuming alcohol or using illegal substances while at work and/or operating equipment in an impaired state.
- b) Removal from the premises of municipally-owned items or items owned by other employees without specific permission.
- c) Physical or verbal abuse of, or threats towards other employees (refer to Personal Harassment).
- d) Flagrant disregard of municipal safety rules.
- e) Being convicted of a criminal offence related to the employee's work or being unable to work for an extended period because of any criminal conviction.
- f) Wilful and malicious damage to municipal and private property.
- g) Serious violation of the Ontario Human Rights Code.
- h) Violation of other policies in this manual, the result of which could be serious damage to the Municipality's interests or reputation, or injury or significant loss to another employee, councillor or the public.

Nothing in the above policies prevents the Municipality from implementing disciplinary measures for activities, which, while disruptive, do not meet the criteria for prohibited practices.