

EMPLOYMENT

HR: EMP01 – Conduct and Behaviour

Originated: Sept. 2007
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POLICY:

Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees and the protection of the organization's assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.

The Library Board is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The possession, transfer, sale or use of such materials on the employer **premises** or during the conduct of library business is prohibited. A breach of this policy will result in discipline up to and including discharge.

PURPOSE:

The purpose of this policy is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour; and to encourage consistency.

RESPONSIBILITY:

Each employee is responsible for observing rules of conduct that are normally accepted as a standard in a business enterprise.

Supervisors are responsible for counseling employees promptly when their conduct or behaviour is inconsistent with the intent of this policy.

PROCEDURE:

1. Appropriate conduct and behaviour include but is not limited to:
 - Adherence to published policies, practices and procedures.
 - Competent performance of all assigned job duties.
 - Prompt and regular attendance at work.
 - Courtesy to and respect for co-workers, library members, suppliers or any other person who deals with the organization in the conduct of its business.
 - Wearing proper business attire and footwear during working hours, appropriate to the job performed.



2. Inappropriate conduct and behaviour include but is not limited to:
- Loitering or loafing.
 - Leaving work early without supervisory permission.
 - Using obscene, abusive language.
 - Spreading malicious gossip or rumours.
 - Harassing, threatening, intimidating, and coercing any person at any time.
 - Horseplay or throwing objects.
 - Reporting to work or working while under the influence of alcohol, drugs, or prohibited substances.
 - Creating or contributing to unsanitary conditions.
 - Gambling, lotteries, or any other game of chance while on company premises.
 - Insubordination.
 - Excessive/unauthorized personal use of telephone or computer facilities.
3. Unacceptable conduct or behaviour includes:
- Possession of guns, weapons, or explosives on Library property.
 - Possession, consumption or use of alcoholic beverages or illegal substances while on Library premises.
 - Solicitation of other employees, for any reason, during working hours, unless approved in advance by the Library Director.
 - Willful violation of safety rules and procedures.
 - Willful neglect and/or mishandling of equipment/machinery/property.
 - Theft and/or falsification of any company records.
 - Indecency.
 - Fighting.
 - Poor or careless work.
 - Sleeping while on duty.
 - Accepting gifts, trips, favors or gratuities from firms, organizations, agents, employees, or other individuals who may or do conduct business with the Library where favoritism/gain could be expected.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof. ♦

