

Policy

POLICY TITLE: EMPLOYEE CODE OF CONDUCT

POLICY NO.: ADM-12-31

RESOLUTION: 134-25

EFFECTIVE DATE: 2025-03-26

DEPARTMENT RESPONSIBLE: Administration

NEXT REVIEW DATE: 2028-03-26

POLICY STATEMENT:

It is the policy of the Municipal District of Lesser Slave River to provide guidelines and procedures to promote employee understanding of what is considered acceptable and unacceptable conduct in behavior, and to encourage consistency throughout the organization. Employees are expected to govern their conduct and behavior in a consistent with the guidelines set out within this policy and related procedures

DEFINITIONS:

Chief Administrative Officer (CAO) means the Chief Administrative Officer and/or Designate of the Municipal District of Lesser Slave River No. 124

Council means the elected officials of the Municipal District of Lesser Slave River No. 124

MDLSR means the Municipal District of Lesser Slave River No. 124

GENERAL STATEMENT:

Communication with Council

Communication between the Municipal Council and employees, pertaining to workplace matters including the direction of municipal programs and services, shall be through the Chief Administrative Officer.

Councillors may approach General Managers for information purposes only.

Council is not permitted to direct employees in any way.

Standards of Conduct

It is the policy of the MDLSR to promote and ensure appropriate conduct amongst staff and to facilitate the fair and consistent treatment of employees.

Anti-Harassment

The MDLSR is committed to building and preserving a safe, productive and healthy working environment for its employees and does not condone nor tolerate acts of harassment against or by any MDLSR employee.

Anti-Discrimination

The MDLSR fosters an environment that respects people's dignity, ideas and beliefs, as defined by human rights legislation, and does not condone nor tolerate acts of harassment against or by any individual.

Conflict of Interest

The MDLSR ensures that our business interests are protected and is committed to the development and adherence to guidelines which assist the MDLSR and the employee to assess whether a conflict of interest exists, and to provide guidance on how to manage such situations.

Employee Advocacy

The MDLSR supports any advocacy process for employees to express concerns with workplace matters.

Conflict Resolution Process

The MDLSR is committed to providing a workplace free of conflict, where employees are treated with fairness, dignity and respect. MDLSR will maintain a fair and efficient procedure for the resolution of staff complaints and problems.

Performance Evaluation Process

The MDLSR is committed to providing employees with accurate, timely and appropriate informal and formal feedback processes regarding their performance and developmental goals.

Progressive Discipline Process

It is the commitment of the MDLSR to promote and ensure appropriate conduct among staff and to facilitate the fair and consistent disciplinary treatment of all employees.

Dress Code

The MDLSR requires all employees to present themselves in a professional manner, with regard to attire and appearance. Employees are expected to dress according to their departmental guidelines and occupational health and safety policies.

Alcohol & Drug Use and Testing

The MDLSR is committed to providing a safe, drug and alcohol-free workplace.

Attendance

MDLSR Employees are expected to follow Policies and procedures regarding hours of work, absence notification, taking time off and workplace presence and engagement.



Social Media

As representatives of the Municipal District, employees should act with discretion and be judicious in what material they post on any social media platform. Care should be exercised in debates or comments on contentious matters, as feelings and emotions can become enflamed very quickly.

PRINCIPLE:

Values

In order to fulfil the MDLSR mission, all personnel are expected to uphold the following MDLSR values individually and collectively.

Integrity

Honesty and transparency are displayed at all levels of the organization and in all interactions. Personnel follow through on their commitments, prioritize open communication, and show accountability. Pride in one's work is important, as well as owning up to errors. Personnel raise others up when they are down and make room to celebrate others' achievements.

Professionalism

Competencies (including knowledge, skills, and abilities) are continually built on to successfully perform job requirements. Personnel show respect, equity, and consistency in decision-making, conversations, and interactions with others. Processes are followed mindfully, and teams and supervisors are updated on project statuses, issues, and concerns.

Employee Behaviour and Practices

All employees are expected to represent the MDLSR well at work and in their behaviour outside work. To guide employees on how to act as representatives, the MDLSR has established the following expected behaviours and practices:

Workplace Morale

Positive morale directly contributes to business success and means a healthier workplace for employees, so any conduct determined to be detrimental to workplace morale is not permitted. Insubordination and dishonesty will not be tolerated. This behaviour both erodes working relationships within the MDLSR and can create discomfort among employees. Disorderly, immoral, or indecent conduct on MDLSR premises and when conducting MDLSR business is also not permitted. Progressive discipline in line with MDLSR policy will be taken for any employee found to have taken part in such behaviour.

To promote workplace morale, employees are urged to support one another and collaborate to make the workplace enjoyable and positive. The MDLSR is committed to providing a safe and healthy workplace, and this includes the effects morale has on mental health. To this end, the MDLSR continually supports employees to reduce stress and burnout and experience positive mental health.

Nepotism

The MDLSR is desirous of regulating employment to avoid potential favoritism or conflict of interest that may occur as a result of employees being related to one another.



Hiring of Employees

To ensure a professional and consistent method of hiring competent, reliable and efficient staff for the MDLSR's operations.

Compliance

All personnel are responsible for understanding and complying with this code, as well as the applicable laws.

_"Original Signed" _____
Chief Administrative Officer

_May 6, 2025 _____
Date

_"Original Signed" _____
Reeve

_May 6, 2025 _____
Date

RELATED DOCUMENTS:

SUPERSEDES: K.27

SPECIAL NOTES/CROSS-REFERENCE: N/A

AMENDMENT DATE: N/A

