



## Employee Code of Conduct

<b>Policy No.:</b> CS-HR-3	<b>Council Resolution No.:</b> 222/11
<b>Department:</b> Corporate Services	<b>Authority:</b> Council
<b>Effective Date:</b> 12/09/11	<b>Revision Date:</b>
<b>Review Date:</b> September 2014	<b>Repealed Date:</b>
<b>Supersedes:</b> Policy on Employee Conduct Rules and Regulations No. 44C-10/9/90	
<b>Related Procedure No.:</b> CS-HR-3	
<b>Related Procedure Name:</b> Employee Code of Conduct	

### Purpose

The purpose of this Employee Code of Conduct 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 throughout the organization.

### Policy Statement

- 1) Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of the Town of Taber as an organization, for the benefit and protection of the rights and safety of employees and the protection of the Town's assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out within this policy and procedure.
- 2) Employees are responsible for performing their work in a competent manner and displaying conduct and behaviour that is consistent with our policies and procedures, as well as those practices that are generally regarded as standard in an organizational setting.
- 3) Managers and Supervisors are responsible for training, counseling, and coaching employees to understand the expectations of the Town of Taber and the improvements that are necessary to achieve the desired level of performance and/or behaviour.



4) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

### Additional References

- Alberta College of Paramedics Code of Ethics
- Alberta Health Services Code of Conduct
- Lifeguard Code of Ethics
- Police Service Regulation

R. Bryant  
MAYOR

Sept. 15/2011  
DATE

Coodynek  
CHIEF ADMINISTRATIVE OFFICER

Sept 15/2011  
DATE

