



LAC LA BICHE COUNTY PROCEDURE

TITLE: Mutual Respect Standard Operating Procedure

PROCEDURE NO: CS-03-014-03

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-014 AMENDMENT DATE:

1. Specific Objectives

1.1 Personal Privacy

All employees are entitled to the right of personal privacy. In the event that an employee feels that their personal privacy is being intruded upon, the County encourages them to confront the person and politely ask them to refrain from asking such questions or making such comments. An employee's right of personal privacy is subject to these policies and procedures with respect to any private information kept on County property.

If this is not possible, and the situation is extreme in nature, then the employee should contact their supervisor or the Manager of Human Resources to help resolve the issue.

Employees should refrain from making their religious, political or personal views known that relate to sensitive topics public, as they may be inappropriate topics of discussion for the workplace.

1.2 Language

Profane language is strictly prohibited on Lac La Biche County premises and when representing the organization offsite.

The use of profane language may be offensive to some employees, clients, or customers, and is generally unprofessional conduct that is unacceptable in the workplace.

1.3 Noise

Employees should avoid causing undue distractions in the workplace via excessive noise from conversations, radios or other music playing devices, computers, or video players.

Excessive noise may create an unwanted distraction that could detract from the quality of work completed by other employees, and from their overall workplace experience.

1.4 Distractions

Employees should respect the work-schedules of others when engaging them in conversation, or providing any type of distraction that may remove their focus from work.

Remember that your discussion may distract others in the area as well.

Personal conversations should be limited to scheduled break times, or before or after regular work hours.

1.5 Cleanliness

Employees are expected to maintain a clean workplace by cleaning up after themselves whenever possible, including at their desk or workstation, and in any kitchen or coffee areas as well.

“Original Signed”
Chief Administrative Officer

November 8, 2013
Date