



## LAC LA BICHE COUNTY POLICY

TITLE: Lac La Biche County's Employee Conduct Policy	POLICY NO: CS-03-015
RESOLUTION: 13.415	EFFECTIVE DATE: September 24, 2013
LEAD ROLE: Manager, Human Resources	NEXT REVIEW DATE: September 24, 2016
SPECIAL NOTES/CROSS REFERENCE: Procedures: CS-03-015-01 to CS-03-015-17	AMENDMENT DATE:

### POLICY STATEMENT:

It is the policy of Lac La Biche County to provide guidelines and procedures to promote employee understanding of what is considered acceptable and unacceptable conduct and behaviour, and to encourage consistency throughout the organization. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out within this policy and related procedure.

### General Statements:

**a) Communication with Council**

Communication between County 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.

**b) Standards of Conduct**

It is the policy of the municipality to promote and ensure appropriate conduct among staff and to facilitate the fair and consistent treatment of all employees.

**c) Anti-Harassment**

Lac La Biche County 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 Lac La Biche County employee.

**d) Anti-Discrimination**

Lac La Biche County fosters an environment that respects peoples' dignity, ideas and beliefs, as defined by human rights legislation, and does not condone nor tolerate acts of discrimination against or by any individual.

**e) Conflict of Interest**

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

**f) Employee Advocacy**

Lac La Biche County supports an advocacy process for employees to express concerns with workplace matters.

**g) Conflict Resolution Process**

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

**h) Performance Evaluation Process**

Lac La Biche County is committed to providing employees with accurate, timely and appropriate informal and formal feedback processes regarding their performance and developmental goals.

**i) Progressive Discipline Process**

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

**j) County Sponsored Social Events**

Lac La Biche County is committed to outlining the expectations regarding the consumption of alcohol, and employee conduct at County sponsored events, both on and off County premises.

**k) Whistle Blowing Process**

Lac La Biche County provides a whistle blowing process, encouraging good faith reporting by employees and members of the public of alleged dishonest or illegal activities, ensuring that reports are fully and fairly investigated.

**l) Internet and Email Acceptable Use**

Lac La Biche County recognized that Internet and Email access are necessary tools and resources for employees to conduct County business. The County will maintain procedures outlining appropriate use of these resources.

**m) Social Media Personal Use**

Lac La Biche County strives to maintain a positive image in the community and will ensure that employees are aware of their responsibility to maintain a positive image as a representative of the County. The County has established procedures outlining expected appropriate use of these resources.

**n) County Owned Property Use**

Lac La Biche County understands and supports the necessity of employees requiring the use of County owned property in the course of their regular job duties. In order to meet this need, necessary items will be made available for our employees to ensure their ability to complete all

assigned work in a safe manner. Procedures will be established surrounding the use, maintenance and security of County owned property.

**o) Telecommunications Use**

Lac La Biche County recognizes that telecommunications devices are necessary tools and resources for employees to conduct County business. The County has established procedures outlining the appropriate use of these resources.

**p) Dress Code**

Lac La Biche County 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.

**q) Alcohol & Drug Use and Testing**

Lac La Biche County is committed to providing a safe, drug and alcohol free workplace.

“Original Signed”  
\_\_\_\_\_  
Chief Administrative Officer

November 7, 2013  
\_\_\_\_\_  
Date

“Original Signed”  
\_\_\_\_\_  
Mayor

November 8, 2013  
\_\_\_\_\_  
Date