

## Code of Conduct

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**Applies to:** Everyone

**Topic Owner:** HR Services

**Last Updated:** July 12, 2021

### OVERVIEW

Ethical and appropriate conduct is expected in life, and in the Workplace. Misconduct will not be tolerated.

### POLICY

Everyone is expected to conduct themselves ethically and appropriately. We strive to protect CCRW and its Stakeholders from inappropriate, damaging, or illegal actions committed either knowingly or unknowingly.

CCRW will not tolerate Misconduct and will immediately take appropriate corrective or disciplinary actions when Misconduct occurs, up to and including immediate termination of your Engagement with Just Cause.

Appropriate conduct consistent with our organizational values and expectations of a professional and caring work environment includes but are not limited to:

- a) Adhering to all policies, procedures, practices, all applicable laws, and regulations
- b) Maintaining all information and records honestly and accurately
- c) Maintaining confidentiality of all client information, including any discussions
- d) Prompt and regular attendance at work
- e) Competent performance of job duties
- f) Ensuring appropriate attire/dress in the workplace, including but not limited to proper footwear and any Personal Protective Equipment supplied for safely performing job duties
- g) Courtesy and respect for all you may encounter while performing your job duties and representing the organization
- h) Supporting of all colleagues including those who may be on a workplace accommodation plan
- i) Securing and locking files, desks, cabinets, and offices
- j) Being aware of noise levels, and respecting the workspace of others and
- k) Ensuring your work environment is free of hazards
- l) Understand and adhere to your responsibilities outlined in the ***Health & Safety*** policy.

Conduct that is inconsistent with our organizational values and commitment to a professional and respectful work environment includes but is not limited to the following examples:

- a) Volatile displays of anger or aggression or violence of any kind
- b) Yelling or shouting
- c) The use of foul, abusive or offensive language

## STATEMENT OF POLICY AND PROCEDURE

- d) Demeaning, negative, rude or belittling behaviours or comments directed at or about an employee
- e) Willful neglect of duties
- f) Willful violation of safety rules and procedures
- g) Failure to adhere to CCRW Policies and Procedures
- h) Inappropriate use/Theft of Organizational Resources and Materials
- i) Mishandling of equipment
- j) Falsification of records, including attendance
- k) Insubordination and poor and careless work