

Subject: Code of Conduct	
Branch: Executive management branch	
Department: Human Resources - external	Policy Reference: 2510-00

Purpose

This policy has been approved by the Comox Valley Regional District (CVRD) board to provide for a positive work environment in which everyone conducts themselves professionally, ethically, and safely. The responsibility for creating a positive and productive work environment rests with all individuals who are associated with the regional district.

Scope

The policies apply to the identified individuals who are expected to comply. Failure to comply and commission of any violation could lead to corrective/preventive actions and/or discipline up to and including termination for cause.

POLICY

Professionalism

Applicable to all employees, volunteers, agents, and contractors who are required to:

- Carry out their responsibilities in a professional and competent manner.
- Continue to improve their knowledge, competence, skills, and professional ability.
- Be aware of and abide by the British Columbia *Human Rights Code*.
- Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- Not make any public comments that denigrate, disparage, or are disrespectful of the CVRD, employees, and elected officials, and refrain from making negative comments about the credibility of the CVRD, employees, and elected officials.
- Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.

Ethical Responsibility

Applicable to all employees and volunteers who are required to:

- Carry out their responsibilities to the highest standard of integrity.
- Carry out their responsibilities with impartiality and equality of service to customers.
- Not use confidential information for their personal gain, or discuss matters being dealt with by the board in-camera.
- Declare any interest or indirect interest which might create a conflict of interest, or a perceived conflict of interest.

- Not use work time, equipment, or facilities of the employer for personal or private purposes, pursuits, or gain.
- Not engage in any business or other employment that may bring them into conflict with their responsibilities as an employee of the regional district.
- Not accept gifts, hospitality, or other benefits that could be construed as being given in anticipation of future special considerations.
- Not conduct themselves in any way in their professional or personal lives which is likely to affect their judgment, or their ability to perform their duties, or prejudice the image of integrity, professionalism, or the reputation of the regional district.

Other Employment

Applicable to all employees. Employees with outside business interests or employment shall advise their manager. The manager will review the situation on its own merits, and draw any concerns or potential conflicts with this policy to the attention of the executive manager of human resources and the chief administrative officer.

Basic Safety Rules of Conduct

Applicable to all employees, volunteers, agents, and contractors who are required to:

Vehicles and Equipment

- Obey all speed limits and drive defensively.
- Wear seatbelts in all equipment and vehicles so equipped. Removal of seatbelts from a vehicle or equipment is prohibited.
- Only operate vehicles and equipment that you are trained and certified.
- Never ride in the box of pickup trucks.
- Only carry passengers in vehicles or equipment when required for regional district business and only when there are passenger seatbelts.

Personal

- Refrain from horseplay.
- Wear appropriate personal protective equipment for the work being done.
- Be physically and mentally fit for work, unimpaired by medication, drugs, alcohol, or any other reason.
- Use handrails when using stairs.
- Follow job and hazard specific work and safety procedures.

Emergency Procedures

- Immediately leave an oxygen-deficient atmosphere or an area suspected or known to contain high levels of gas.
- Know where the nearest emergency equipment is located (e.g. showers, eyewashes, self-contained breathing apparatus, and fire extinguishers).
- Report all hazards to your supervisor immediately. Take whatever measures you can to correct the unsafe condition without putting yourself at risk.
- Refuse unsafe work and report unsafe conditions to your supervisor immediately (e.g. un-shored or improperly shored trenches and excavations, unauthorized or unsafe entry into a confined space, seatbelts not being worn, lockout violations, use of overhead equipment near power lines).

Injuries, Accidents and Close Call Incidents

- Report all accidents and close call incidents immediately your supervisor.
- Report all injuries immediately to a trained, designated first aid attendant.

Tools, Equipment, and Housekeeping

- Make sure all tools and equipment are cleaned and stored after finishing a job. Keep equipment and stored materials out of pedestrian areas and away from exits, firefighting equipment, stairways, fire doors, electrical panels, valves, and emergency eyewashes and showers.
- Make sure tools are in good condition and only use tools appropriate for the job.
- Keep worksites and buildings clean, tidy, and in good repair.

Approval History

Policy adopted:	May 1, 2012
Policy amended:	