

Employee Conduct Policy

<i>Topic</i>	Human Resources
<i>Authority</i>	Board
<i>Related Documents</i>	Collective Agreement between Wood Buffalo Regional Library and Canadian Union of Public Employees Local 2157-01 WBRL Violence and Harassment Policy WBRL Acceptable Computer Use Policy WBRL Employee Social Media Policy

Wood Buffalo Regional Library (WBRL) employees carry out their duties in an ethical and professional manner by adhering to the following conduct policy. The policy is a high-level guide that outlines behaviors that are expected of all employees, including leadership, and is not intended to be inclusive or all encompassing of every situation. This policy functions as guard rails holding everyone accountable for their words and actions, influences decision making and encourages open discussion around day-to-day challenges and ethical questions faced by employees.

General Behaviour

- Employees must uphold and abide by the laws, regulations, policies, and other documentation governing WBRL.
- Employees are expected to comply with all laws and regulations while on duty or off duty.
- Employees must maintain professionalism and act with integrity, impartiality, and courtesy towards the public, co-workers, and any individual that they may encounter throughout their work with the WBRL.
- Employees must maintain a safe and healthy work environment.
- WBRL has a zero-tolerance policy for violence and harassment in the workplace. Employees will respect each other, conduct themselves in a respectful manner, and refrain from harassment and discrimination.
 - The spread of workplace rumours by way of gossip is prohibited. In some cases, workplace gossip or rumours may constitute harassment or verbal assault.
- Employees are ambassadors of WBRL and are expected to act appropriately, respectfully, and professionally any time where they may be identified as employees.

Provision of Information

- A WBRL employee must provide information impartially and non-judgmentally, regardless of belief or personal philosophy.

Confidentiality

All information pertaining to WBRL’s operations to which an employee becomes privy through employment will be maintained strictly confidential and will not, in any circumstances be disclosed or used by an employee, except in the scope of performance of their duties, without the express consent of WBRL.

This information includes, but is not limited to,

- Personal and personnel information in WBRL's records.
- Confidential information which has not been the proper subject of public disclosure including information related to WBRL's partners, business associates, contractors, as well as trade secrets, financial information or information and technology specific to WBRL.

This confidentiality requirement applies during the course of employment and following termination as well.

Conflict of Interest

- A conflict of interest occurs where the independence or impartiality of an employee's decisions or actions are impaired or may be perceived to be impaired because of outside employment, political, business, or family interests, or because of the position they hold with the WBRL. Potential conflicts of interest include but are not limited to:
 - Relationships.
 - Transactions.
 - Positions (volunteer/business or otherwise).
 - Circumstances which could contribute to or create real, perceived, or potential conflict between WBRL business and the personal interest of the employee.
- Employees are to take all possible steps to recognize, prevent, report, and resolve any real, perceived, or potential conflicts of interests between their official responsibilities and any personal interest/duties.
- Employees must not use confidential or sensitive information gained through the course of employment, or from engagement of their duties, for their own personal benefit (including for friends, relatives, community partners, etc.).
- Employees are expected to declare a conflict of interest immediately to their Manager upon becoming aware of the conflict and excuse themselves from any situation which may give rise to real or perceived conflict.
- All real, perceived, or potential conflicts of interest are resolved in the interest of the WBRL. It is not possible to anticipate every conflict of interest situation an employee may encounter, but permission to act or proceed in a conflict of interest situation may be granted (by Management or the Director) when it does not violate WBRL policy.

Acceptance of Gifts

- Employees must refrain from accepting gifts, money, discounts, meals, tickets to events, or other favors, including a benefit to family members, friends, or business associates, which are, or may be perceived to be, in exchange for a favor or advantage.
- Employees are prohibited from accepting gifts, money, discounts, meals, tickets to events, or favors, including a benefit to family members, friends, or business associates, in return for completing any work that WBRL pays them to do.
- Tokens of appreciation (with a value of \$49 or less) may be accepted by employees, but these tokens cannot be connected in any way to a particular service or consideration provided by that employee.
- Gifts must be reported to the Director per the Acceptance of Gifts Guidelines. Failure to report gifts for review is considered a breach of this policy.

Participation in Contests or Raffles

- Employees and members of their immediate family are not eligible to win contests sponsored by the WBRL. WBRL defines immediate family for the purposes of contests and raffles as spouse, common law partner, and dependent children.
- Employees and their immediate family are permitted to purchase raffle tickets for WBRL fundraisers but are not eligible to win prizes associated with those draws.
- Employees and their immediate family are permitted to purchase tickets for WBRL sponsored events but are not eligible to win prizes associated with any contest that takes place during the event.

Political Activities

- Employees that are engaged in political activities must take care to separate those personal activities from their positions at WBRL.
- Employee political activity is permissible provided such activity takes place outside of work, does not utilize WBRL property, and does not create a conflict of interest.

Library Property

- During the course of employment, employees are entrusted with WBRL property. Employees must not remove WBRL property from library premises without permission from the Director.
- If employees are found removing WBRL property without approval (either during the course of employment or following termination), appropriate action will be taken up to and including contacting the RCMP.

Recording

- Employees are not allowed to make audio or video recordings of any conversations or meetings, except where operationally required as determined by the Director.
- Use of recording devices will be disclosed at the beginning of the meeting to all participants.

Drugs and Alcohol

WBRL is committed to the health and safety of its employees. Employees under the influence of drugs or alcohol on the job can pose serious health and safety risks to both themselves and others. WBRL expects all workers, including employees, contractors, and volunteers, conducting business on its behalf to:

- Arrive to work fit for duty and able to perform their duties safely and to standard.
- Remain fit for duty for the duration of their shift.
- Not use, possess, distribute, or sell drugs, drug paraphernalia, or alcohol during work hours, including during paid and unpaid breaks. (Use and possession of prescribed medications is allowed.)
- Report potential risks, limitations, or restrictions, and required modifications as a result of prescription medication.
- Not report to work while under the influence of recreational cannabis (whether ingested or used topically) or any other non-prescribed substances. (If a worker uses medical cannabis, WBRL expects that they provide a copy of their medical documentation.)
- If off duty, refuse a request to come in to work if unfit for duty.
- Report unfit co-workers to management.
- Seek advice and appropriate treatment, where required.

- Communicate dependency or emerging dependency to manager or supervisor or the Human Resources Generalist.
- Follow the after-care program, where established.

WBRL expects employees to abide by all governing legislation pertaining to the possession and use of drugs and alcohol. Under no circumstance should any employee operate a motor vehicle while intoxicated or under the influence of a substance like cannabis or alcohol.

WBRL provides appropriate support for employees who ask for help due to a drug or alcohol dependency (including accommodation). Any employee who suspects that they might have an emerging drug or alcohol problem is expected to seek appropriate treatment promptly. Employees who report a dependency are not disciplined for doing so. However, an employee is expected to disclose a dependency before it impacts their work performance and/or results in an incident or injury in the workplace.

Violation of Conduct Policy

Employees who disregard conduct policy, or any related will be subject to disciplinary actions, up to and including termination with cause. WBRL will take ownership of mistakes, and address situations that may fall short of the code.

Whistleblower

Employees have a responsibility to report instances of serious misconduct to their manager or supervisor, the Director, or the Human Resources Generalist and have the right to expect protection from retaliation for reporting serious misconduct in good faith.

Examples of serious misconduct include but are not limited to:

- Serious violations of WBRL policies.
- Manipulation of WBRL resources for any illegal, improper, or unethical purpose including fraud, theft, embezzling funds, or accepting kickbacks or bribes.
- Misappropriation of funds, or misdirection or misuse of funds, assets or WBRL information.
- Manipulation of library accounting or audit records, or destruction of any accounting or audit related records.
- Actions likely to cause serious harm to persons, public safety, property, or the environment.
- Actions resulting in WBRL being exposed to liability or financial loss.
- Failure to take reasonable steps to report and/or rectify actions that may negatively impact the WBRL's reputation resulting in the public losing confidence in WBRL's ability to deliver services.

Employees found guilty of serious misconduct are terminated from the employ of WBRL with cause.

Reporting of serious misconduct is a serious matter.

- Employees reporting alleged serious misconduct are to act in good faith and have reasonable grounds for believing the report to be true.
- Knowingly making false allegations or making allegations in a malicious manner and/or bad faith is considered serious misconduct. Employees who do so will be subject to disciplinary action, up to and including termination with cause.

Any form of retaliation, discrimination, or reprisal against an employee reporting serious misconduct in good faith or acting as a witness or otherwise participating in an investigation in good faith is considered a serious violation.

- Retaliatory actions are considered serious misconduct and will be subject to disciplinary action, up to and including termination with cause.

Confidentiality

WBRL makes every reasonable effort to provide confidentiality to those reporting serious misconduct.

- Employees making a report are encouraged to provide their name in confidence to permit for follow-up questions and clarification if necessary.
- Confidentiality extends to all records related to reporting, including but not limited to meetings, interviews and investigation results.

Personal information, including the identity of the person reporting the alleged serious misconduct, is protected in accordance with the *Freedom of Information and Protection of Privacy Act*.

Reporting, Review, and Investigation

The Director reviews all reports of serious misconduct. The Director assesses the seriousness of the report and determines if, and how, the report will be investigated. Investigations may not be possible unless the source of information is identifiable.

- The Director must respond within five business days acknowledging receipt of the allegation of serious misconduct.

Employees report allegations of serious misconduct regarding the Director to their manager or Human Resources. The manager or Human Resources provides the employee's written statement to the Regional Municipality of Wood Buffalo Library Board on the employee's behalf.

- Employees must not contact the Board unless authorized by their manager or Human Resources.
- In instances of reports of serious misconduct regarding the Director, the Board assesses the seriousness of the report and determines if, and how, the report will be investigated. Investigations may not be possible unless the source of information is identifiable.
- The Board must respond within five business days acknowledging receipt of the allegation of serious misconduct.

Employees accused of serious misconduct are informed and given an opportunity to respond to the allegation.

If, upon initial assessment, the Director determines that the allegations could materially affect the financial position of the WBRL or the integrity of the WBRL's system of internal controls, the Director notifies the Board of the amount of any potential loss for insurance purposes. WBRL makes every reasonable effort to pursue the recovery of losses from the offender.

In circumstances where it appears that a criminal act may have occurred, the Library Director reports the matter to the appropriate police agency.

History

Created: November 17, 2021.

Revised: