



POLICY 5.3 EMPLOYEE CODE OF CONDUCT

Department: Personnel

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

PURPOSE:

To ensure that employees are able to enjoy a safe, friendly working environment where Company staff serve as positive representatives of the Peace Regional Waste Management Company.

SCOPE:

All employees are expected to act at all times under a positive code of conduct.

POLICY:

DISCRIMINATION & HARASSMENT

Discrimination is the denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights, Citizenship and Multiculturalism Act*.

Harassment is conduct exhibited once or repeatedly, that offends, demeans, belittles, or humiliates another person and that the person exhibiting the conduct knew or ought reasonably to have known would be unwelcome.

Sexual harassment is unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which intimidates, embarrasses, coerces, or humiliates the victim.

1. Employees shall not engage in conduct or behavior which constitutes discrimination, harassment, or sexual harassment.
2. Any individual subjected to discrimination, harassment, or sexual harassment has the right to make it clear either to an individual in a position of authority, to the alleged offender, or both, that the behavior and conduct is unacceptable.
3. Any person in a position of authority who receives a complaint is responsible for ensuring that the complaint is addressed.
4. Complaints regarding discrimination, harassment, or sexual harassment may be resolved through either an informal verbal complaint mechanism, which may

involve voluntary mediation, or by submitting a formal written complaint with a person in authority.

5. Resolution procedures do not inhibit the right to file a complaint outside the organization with police authorities or with the Alberta Human Rights Commission.

CONFLICT OF INTEREST

Employees must take all steps necessary to avoid situations where their personal interests could conflict with the interests of the Peace Regional Waste Management Company.

CONFIDENTIALITY

Employees must safeguard information contained in the records of the Company, whether in written, electronic, or other forms against improper access and may disclose it only to persons having a lawful right to such information. Formal requests for information must be directed to the FOIP Coordinator.

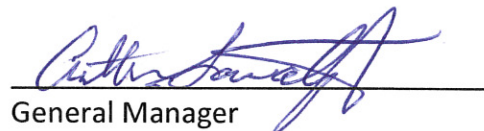
E-MAIL/INTERNET/COMPUTER USE

The Company's computer network, Internet accounts, web page, and e-mail systems have been established for the furtherance of the goals and objectives of the Company. No employee is to make use of these systems for any purpose other than their normal job duties.

ILLEGAL CONDUCT

Employees found guilty of criminal acts committed while on duty and employed by the Company will be subject to termination.


Chairman


General Manager