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<b>Applicable Standard:</b> General	<b>Approved By:</b> Peter Ruttan, Director of Human Resources	<b>Date Approved:</b> 5-May-14

**Policy:** Code of Conduct

**Purpose:** The purpose of this policy is to outline the expectations and responsibilities of all pt Health employees in the course of day to day business interactions with others.

**Scope:** This policy applies to all regular full and part-time employees, contract workers, summer students, interns and other temporary employees.

**Definitions** *“Improper Conduct”* - conduct that involves illegal, fraudulent, dishonest, or unethical behaviour.

**Guidelines:**

Adherence to the pt Health Code of Conduct is mandatory. One of our fundamental principles is an expectation that all individuals and property be treated with respect. Our goal is to maintain an atmosphere in which employees respect the human rights of others. Through each employee’s adherence to this Code of Conduct, pt Health can continue to be an innovative, productive and dynamic company.

As an employee, **you have a right to:**

- Be spoken to politely
- Be treated with respect
- Be treated fairly and courteously by colleagues and those outside the organization
- Have your private life and commitments outside of work respected
- Have your point of view listened to and considered
- Expect not to be harassed or discriminated at work and in particular have a right not to be harassed or discriminated because of your race, gender, ethnic or national origin, creed, disability, marital status, age, sexual orientation, citizenship
- Speak out if you are a victim of bullying, harassment or intimidation and have your complaint taken seriously and properly investigated

As an employee, **you have a responsibility to:**

- Act professionally in your dealings with colleagues – treat colleagues with respect
- Consider others in the exercise of your duties
- Value others’ perspectives and experience
- Listen to what others say and respect their point of view
- Take action if you are witness or are made aware of any improper conduct, including any act of harassment or discrimination
- Learn from your mistakes
- Try to find a solution and work through disagreements with others
- Ensure that your behaviour (at work) does not reflect negatively on pt Health in a way that would bring the reputation of pt Health into disrepute or cause a loss of public confidence in our work
- Not engage in any **improper conduct**.

The following are examples of activities considered **improper conduct** and prohibited under the pt Health Code of Conduct. This is by no means an exhaustive list, however these are actions for which you can assume immediate disciplinary action will be taken, up to and including termination of employment:

- Theft
- Habitual tardiness or absenteeism
- Abuse of pt Health property or equipment
- Discrimination
- Harassment
- Sexual Harassment
- Sexual Solicitation
- Poisoned Environment
- Disclosing confidential or proprietary company information to unauthorized persons
- Engaging in activity that is determined to be a serious conflict of interest with pt Health
- Job abandonment
- Insubordination or failure to carry out instructions
- Possession, use or sale of illegal substances on pt Health premises
- Being under the influence of alcohol or illegal substances at any time on company premises or on company business
- Falsifying pt Health records

pt Health is a learning organization in which knowledge and learning are shared among colleagues. With this in mind it is clearly important that colleagues are free to explore and discuss issues surrounding diversity and difference. Nothing in this Code of Conduct should be interpreted as seeking to prevent or constrain such discussion.

***pt Health will not tolerate, condone or ignore any form of harassment or discrimination within its operations from employees or any other aforementioned stakeholder. Should harassment or discrimination be proven, disciplinary action will commence immediately and may include termination.***

***pt Health will uphold the standards and guidelines for non-discrimination and anti-harassment as outlined under all provincial Human Rights Codes.***

If you have questions, comments or suggestions regarding this policy, contact Vanessa Black [vblack@pthealth.ca](mailto:vblack@pthealth.ca).