

The Corporation of the

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ED RENAUD

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Town of Tecumseh

CONCILLORS - CONSEILLERS
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CHIEF ADMINISTRATIVE OFFICER
CHEF D'ADMINISTRATION
GERALD SYKES

TO: All Town Staff
FROM: Gerald Sykes, Chief Administrative Officer
DATE: September 11, 2000
RE: RULES OF EMPLOYEE CONDUCT

Please find attached a copy of "Rules of Employee Conduct" for the Town of Tecumseh employees.

These rules were approved by the Personnel Committee at their meeting of July 20, 2000 and adopted by Council at their meeting of July 25, 2000.

Please review in order to familiarize yourselves with same.

GS:dm
Attach.


Gerald Sykes,
Chief Administrative Officer

Date Posted: September 13, 2000

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TOWN OF TECUMSEH
RULES OF EMPLOYEE CONDUCT

The following Rules of Employee Conduct are not meant to be exhaustive but provide employees with general guidelines on appropriate and expected conduct.

1. Employees are expected to attend work as scheduled and shall perform their work as directed by management. If unable to attend work for any reason, an employee must contact his/her supervisor or other member of management in a timely manner prior to the commencement of the shift and give the reason for the absence and the expected date of their return to work.
2. Employees are expected to report for work on time and be prepared to start work at the commencement of their shift. No employee shall leave work prior to the end of their shift without authorization.
3. Employees shall show courtesy and respect in dealing with members of the public. At all times employees must respect the confidentiality of information received in the course of their duties. No employee shall supply any information regarding the Town operations to any member of the public unless specifically authorized to do so, in writing, by management. Employees shall deal courteously with members of the public expressing a complaint with any aspect of Town operations.
4. No employee shall use profane, immoral or indecent language or conduct him/herself in a manner which might be prejudicial to the good reputation, order or discipline of Town operations.
5. Employees shall show courtesy and respect in their dealings with co-workers and members of management including Council members. Assaultive or abusive behaviour of any type will not be tolerated. Harassment (including sexual harassment) of any person is absolutely prohibited.
6. No employee shall engage in any conduct which is insubordinative.
7. No employee shall engage in horseplay, scuffling, running or throwing things while on Town property.
8. No employee shall post or remove or deface posted notices, signs or writings in any form on bulletin boards or on Town property without the specific approval, in writing, of a member of management.
9. Employees shall not engage in matters of a personal or private nature during working hours which adversely affect the performance of the employee's duties.

10. No employee shall smoke in any Town vehicle or in any area of Town property except those areas which are designated smoking areas.
 11. No employee shall possess, consume, sell or offer for sale any intoxicant, alcohol or non-prescription drugs while on Town property or in a Town vehicle or while on duty. No employee shall report for duty while he/she is under the influence of an intoxicant, alcohol or non-prescription drug. Employees shall advise their supervisor if they are consuming prescription drugs which might adversely affect their ability to perform their work or operate any equipment or machinery.
 12. No employee shall make false or misleading statements on personnel documentation or on any other record or report required during the course of their duties.
 13. No employee shall, without the permission of management, sell tickets or solicit advertising, subscriptions, gifts or other contributions for any purpose during working hours or while on Town property.
 14. No employee shall directly or indirectly solicit or accept from anyone gifts, money or other articles in the expectation of receiving favourable treatment for the employee in the performance of their duties.
 15. No employee shall commit any act of theft or deliberately destroy any Town property.
 16. Employees must always conduct themselves in a safe manner with regard not only to their personal safety but also that of their co-workers and members of the public. Employees shall not carelessly use, misuse or misplace any tools, equipment, materials or other Town property or property of any co-worker or member of the public entrusted to their care. Employees must properly use all safety equipment provided for their use by the Town.
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