



NEW LEAF

LIVING AND LEARNING TOGETHER INC.

Policy: Code of Conduct	
Policy # HR - 07	Version #: 2
Effective Date: April 1, 2009	Review Date: January 17, 2022

Policy Statement:

All employees have certain responsibilities to both New Leaf: Living and Learning Together Inc. (hereinafter **NEW LEAF**) and to their co-workers. These relate to personal behaviour and include mutual respect, open communication, ethical behaviour and professional conduct at all times.

Scope:

All employees and volunteers of **NEW LEAF**

Rationale:

NEW LEAF: Living and Learning Together Inc. believes in creating a climate where staff understand and appreciate the need for standards of behaviour, and where expectations of staff are clear. As representatives of the organization, individual behaviour of staff in the workplace must reflect the values and principles of **NEW LEAF**, and the highest standards of fairness, honesty and integrity.

Expectations:

- be diligent in the care of the individuals they support, treating them with dignity and respect
- be punctual and reliable in attendance at work
- work in a condition that is not impaired by alcohol, drugs or illegal substances
- be truthful and honest in all their actions with and for the agency
- be courteous and considerate and behave in a manner appropriate to the work place when working with the individuals they support, their families, visitors and the community, and other employees
- refrain from deriving any inappropriate personal gains directly or indirectly through their employment with **NEW LEAF: Living and Learning Together Inc.**

- refrain from using the property and resources of New Leaf: Living and Learning Together Inc. and the individuals they support, for their personal use
- take good care of the property of the agency and of the individuals they support
- use good judgment in their choice of clothing based on reasonable expectations of the individuals they support, and the community they serve
- complete the requirements of the position as outlined in job profiles in a responsible manner
- comply with the direction of the employer
- support and adhere to the mission of the agency and its policies and procedures
- Abide by the ***Supply Chain Code of Ethics Policy*** that defines acceptable behaviours for individuals involved with supply chain activities
- *Social Media Channels*
 - Employees must be mindful of statements made on Social Media Channels regarding the agency, its employees, students, volunteers and the people supported. Social Media Channels include, but are not limited to: blogs; Facebook, Twitter, LinkedIn, Snapchat, Instagram, and similar sites. Information posted through a Social Media Channel is not classified as a private activity. Employees, students and volunteers are accountable for the statements they make about the agency, its employees, students, volunteers and the people supported. Inflammatory comments or unprofessional or disparaging remarks or posts may be considered a breach of confidentiality, or may be harassing or defamatory in nature and therefore subject to disciplinary action, including possible termination and civil and criminal penalties.