

# OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Off Duty Conduct
POLICY NUMBER:	C31
CROSS REFERENCE:	A25 Code of Conduct A07 Conflict of Interest C29 Dress Code and Personal Hygiene
NEW	
Administrative Services Committee	Academic Council
June 12, 2017	

## **POLICY STATEMENT**

The purpose of this policy is to outline the expectations for Olds College employees regarding off-duty conduct. Off-duty conduct may have a serious effect on business interests and the workplace in general and as such Olds College will enforce the guidelines of this policy. If it is shown that there is a connection between an employee's off-duty conduct and the workplace, disciplinary action may be taken.

Olds College believes in the rights and freedoms of its employees as identified in the Canadian Charter of Rights and Freedoms. Olds College is committed to a fair and equitable process.

## **SPECIFIC GUIDELINES**

When employees are off-duty there is still an expectation by Olds College that employees will conduct themselves in a way that positively represents the company's values and mission statement.

Off-duty conduct of employees may be subject to disciplinary action up to and including termination if it is shown that:

- the conduct of the employee harms Olds College's reputation, product or business interests;
- the employee's behaviour renders the employee unable to perform his/her duties satisfactorily;
- the employee's behaviour leads to refusal, reluctance or inability of the other employees to work with him/her;
- the employee has been guilty of a serious breach of the Criminal Code and thus rendering his/her conduct injurious to the general reputation of Olds College and its employees;
- the employee's behaviour places difficulty in the way of Olds College properly carrying out its function of efficiently managing its works, and efficiency directing its working forces.

Disciplinary action will be taken if any one of these criteria is met.

An investigatory process will be followed in order to determine the validity and severity of the incident and the resulting disciplinary actions.

## **FALSE OR FRIVOLOUS COMPLAINTS**

Employees should be cognizant of the fact that a formal accusation against another employee is a serious allegation with repercussions.

Where allegation of inappropriate off-duty conduct is found to be either false or frivolous, or where supporting documentation for a complaint has been falsified, the complainant or witness may be subject to disciplinary measures up to and including termination of employment.

## **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

The Vice President, Student and Support Services in conjunction with the Executive Director, Human Resources. This policy will be reviewed at least every five (5) years.