

## OFF DUTY CONDUCT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	G. People & Culture
<b>Policy Number:</b>	G16
<b>Approval Date:</b>	June 12, 2017
<b>Effective Date:</b>	June 12, 2017
<b>Policy Owner:</b>	Chief People & Culture Officer

<b>Objective:</b>	<p>The purpose of this policy is to outline the expectations for Olds College of Agriculture &amp; Technology (the "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 the 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.</p> <p>The College believes in the rights and freedoms of its employees as identified in the Canadian Charter of Rights and Freedoms. The College is committed to a fair and equitable process.</p>
<b>Policy:</b>	<p>When employees are off-duty there is still an expectation by the College that employees will conduct themselves in a way that positively represents the company's values and mission statement.</p> <p>Off-duty conduct of employees may be subject to disciplinary action up to and including termination if it is shown that:</p> <ul style="list-style-type: none"> <li>• the conduct of the employee harms the College's reputation, product or business interests;</li> <li>• the employee's behaviour renders the employee unable to perform his/her duties satisfactorily;</li> <li>• the employee's behaviour leads to refusal, reluctance or inability of the other employees to work with him/her;</li> <li>• 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 the College and its employees;</li> <li>• the employee's behaviour places difficulty in the way of the College properly carrying out its function of efficiently managing its works, and efficiency directing its working forces.</li> </ul> <p>Disciplinary action will be taken if any one of these criteria is met.</p>

	<p>An investigatory process will be followed in order to determine the validity and severity of the incident and the resulting disciplinary actions.</p> <p><b>False or Frivolous Complaints</b>          Employees should be cognizant of the fact that a formal accusation against another employee is a serious allegation with repercussions.</p> <p>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.</p>
<b>Definitions:</b>	
<b>Related Information:</b>	G02 Code of Conduct G04 Dress Code and Personal Hygiene
<b>Related Procedures:</b>	
<b>Review Period:</b>	3 years
<b>Revision History:</b>	New: June 12, 2017