

FINAL
Sistering – A Woman’s Place
Policy and Procedure – Professional Conduct

Preamble: Sistering’s reputation is the result of years of dedication, quality service and ethical relations. Keeping our good reputation depends directly on the decisions we make every day. All staff have a responsibility to ensure that their behaviour at work and in representing Sistering presents a positive image of the organisation and poses no risk to its reputation. Equally, behaviour out of work must not harm the reputation of the organisation. However, your own good judgment is most important in ensuring that Sistering is an ethical responsible organization.

This policy provides standards and sets high expectations for staff, students and volunteers. The following professional conduct is to be observed:

- To ensure the safety of employees, volunteers and program participants each employee is required to report hazardous situations that may cause physical and/or emotional harm or property damage.
- To demonstrate a positive attitude and co-operative approach to work and to show consideration and respect for colleagues and program participants to ensure a friendly and supportive working environment
- To dress in a manner that is appropriate to their position, tasks and health and safety requirements.
- To not be under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, or in connection with carrying out their professional responsibilities.
- To refrain from fraud, falsification or willfully destroying any agency records, reports or equipment.
- To refrain from physical, sexual and/or verbal abuse of program participants, visitors, volunteers or other employees.
- To not harass or discriminate against employees, program participants or volunteers.

Breach of this policy may result in disciplinary action up to and including termination for your individual action(s).

You have a duty to report to your manager or the Board of Directors if you know of any illegal activity.

This Policy works in tandem with the Human Resource Policies, including those on Anti-Oppression, Conflict of Interest, and Workplace Relationships.

Human Resources Approved Nov/03