

	POLICY		No.	4.25
	EMPLOYEE CODE OF CONDUCT		Effective Date	May 27, 2025
			Revision Letter	
			Council Approval	2025-10-06

1.0 PURPOSE

- 1.1 The District of Fort St. James is committed to providing a positive work environment in which everyone conducts themselves professionally, ethically, and safely. The responsibility for creating a positive and productive work environment rests with all individuals who are associated with the District of Fort St. James.

2.0 SCOPE

- 2.1 This policy applies to employees, volunteers, agents and contractors of the District. Failure to comply with this policy could lead to preventive or corrective actions and/or discipline up to and including termination for cause.

3.0 POLICY

3.1 Professionalism

- 3.1.1 All employees, volunteers, agents, and contractors are required to:
- (a) Carry out their responsibilities in a professional and competent manner;
 - (b) Continue to improve their knowledge, competence, skills, and professional ability;
 - (c) Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location;
 - (d) Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services;
 - (e) Not make any public comments that denigrate, disparage, or are disrespectful of the District of Fort St. James, employees, and elected officials, and refrain from making negative comments about the credibility of the District, employees, and elected officials; and
 - (f) Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.

3.2 Ethical Responsibility

- 3.2.1 All employees and volunteers are required to:
- (a) Carry out their responsibilities to the highest standard of integrity;
 - (b) Carry out their responsibilities with impartiality and equality of service to customers;

- (c) Not use confidential information for their personal gain, or discuss matters being dealt with by the board or council at in-camera meetings;
- (d) Declare any interest or indirect interest which might create a conflict of interest, or a perceived conflict of interest;
- (e) Not use work time, equipment, or facilities of the employer for personal or private purposes, pursuits, or gain;
- (f) Not engage in any business or other employment that may bring them into conflict with their responsibilities as an employee of the District of Fort St. James;
- (g) Not accept gifts, hospitality, or other benefits that could be construed as being given in anticipation of future special considerations; and
- (h) Not conduct themselves in any way in their professional or personal lives which is likely to affect their judgment, or their ability to perform their duties, or prejudice the image of integrity, professionalism, or the reputation of the District of Fort St. James.

3.3 Other Employment

- 3.3.1 Employees with outside business interests or employment shall advise their manager. The manager will review the situation on its own merits and draw any concerns or potential conflicts with this policy to the attention of the Chief Administrative Officer, or their delegate.

3.4 Basic Safety Rules of Conduct

Vehicles and Equipment

- 3.4.1 All employees, volunteers, agents and contractors are required to:
- (a) Obey all speed limits and drive defensively;
 - (b) Wear seatbelts in all equipment and vehicles so equipped. Removal of seatbelts from a vehicle or equipment is prohibited;
 - (c) Only operate vehicles and equipment for which you are trained and certified;
 - (d) Never ride in the box of pickup trucks;
 - (e) Only carry passengers in vehicles or equipment when required for business and only when there are passenger seatbelts; and
 - (f) Do not operate any personal vehicles for business purposes nor any organization's vehicles when under the influence of drugs or alcohol, including prescribed drugs.

Personal

- 3.4.2 All employees, volunteers, agents and contractors are required to:
- (a) Refrain from horseplay;
 - (b) Wear appropriate personal protective equipment for the work being done;

- (c) Be physically and mentally fit for work, unimpaired by medication, drugs, alcohol, or any other reason;
- (d) Use handrails when using stairs;
- (e) Follow job and hazard specific work and safety procedures;
- (f) Follow Emergency Procedures;
- (g) Immediately leave an oxygen-deficient atmosphere or an area suspected or known to contain high levels of gas;
- (h) Know where the nearest emergency equipment is located (e.g. showers, eyewash stations, self-contained breathing apparatus, and fire extinguishers);
- (i) Report all hazards to your supervisor immediately. Take whatever measures you can to correct the unsafe condition without putting yourself at risk; and
- (j) Refuse unsafe work and report unsafe conditions to your supervisor immediately (e.g. unshored or improperly shored trenches and excavations, unauthorized or unsafe entry into a confined space, seatbelts not being worn, lockout violations, use of overhead equipment near powerlines).

Injuries, Accidents and Close Call Incidents

3.4.3 All employees, volunteers, agents and contractors are required to:

- (a) Report all accidents and close call incidents immediately to your supervisor; and
- (b) Report all injuries immediately to a trained, designated first aid attendant.

Tools, Equipment, and Housekeeping

3.4.4 All employees, volunteers, agents and contractors are required to:

- (a) Make sure all tools and equipment are cleaned and stored after finishing a job. Keep equipment and stored materials out of pedestrian areas and away from exits, firefighting equipment, stairways, fire doors, electrical panels, valves, and emergency eyewashes and showers;
- (b) Make sure tools are in good condition and only use tools appropriate for the job; and
- (c) Keep worksites and buildings clean, tidy, and in good repair.

4.0 RESPONSIBILITIES

4.1 The Chief Administrative Officer is responsible for:

- (a) Reviewing this policy every three years; and
- (b) Approving administrative updates to this policy.

4.2 Managers are responsible for administering this policy.

4.3 Council is responsible for approving this policy.

5.0 DOCUMENT APPROVALS

Role	Position	Name of Approver	Date Approved
Owner	HR Coordinator/Executive Assistant	Carrie Constantine	April 25, 2025
Reviewer	Chief Administrative Officer	Rachelle Willick	May 2, 2025
Final Approver	Mayor and Council	Martin Elphee	May 27, 2025

6.0 REVISION HISTORY

Effective Date	Rev Letter	Document Author	Description of Change
May 27, 2025		Carrie Constantine	Initial Release.