

PERSONNEL POLICY MANUAL

ANISHINAABE ABINOOJII FAMILY SERVICES

SECTION	SUBJECT	NO.	0501
05 EMPLOYEE RELATIONS	Code of Conduct	PAGE	1

Approved: August 2003
Revised: December 2012

- .01 Employees of AAFS are expected to observe all the laws of Ontario and Canada, as well as the policies of AAFS, and shall always keep in mind that their conduct both within and outside the workplace reflects upon AAFS. Staff are encouraged to conduct themselves according to the Seven Teachings; those being: Wisdom, Love, Respect, Bravery, Honesty, Humility and Truth;
- .02 The misconduct listed below shall constitute just cause for discipline including immediate suspension or dismissal of an employee:
- (a) Dishonesty in the workplace, including theft;
 - (b) Insubordination, that being refusal to respond to direction or to follow AAFS policies;
 - (c) Violent conduct, during working hours or during performance of assigned duties, including the damage or destruction of AAFS property or the assault of any person involved in any way with the provision of, or receipt of AAFS services;
 - (d) Habitual absenteeism or tardiness;
 - (e) Discrimination, including violence, lateral violence, harassment and bullying of other staff, clients, or other parties;

PERSONNEL POLICY MANUAL

ANISHINAABE ABINOOJII FAMILY SERVICES

SECTION	SUBJECT	NO.	0501
05 EMPLOYEE RELATIONS	Code of Conduct	PAGE	2

Approved: August 2003
Revised: December 2012

- (f) Consumption of alcohol or non-medical use or abuse of drugs, during working hours;
- (g) Absence from work without approved leave;
- (h) Breach of AAFS's Confidentiality Policy No. 0304 as set out in this Personnel Policy Manual;
- (i) Neglect of duties;
- (j) Unsatisfactory performance after a written reprimand or warning;
- (k) Charge or conviction for any offence under the *Criminal Code* or other statute, which is inconsistent with the continuation of the employment relationship;
- (l) Commencement of any internal or external investigation of an alleged child protection concern;
- (m) Decision by a Court, AAFS, or any external agency declaring an employee's child or children to be in need of protection pursuant to the provisions of the Child & Family Services Act; and,

PERSONNEL POLICY MANUAL

ANISHINAABE ABINOOJII FAMILY SERVICES

SECTION	SUBJECT	NO.	0501
05 EMPLOYEE RELATIONS	Code of Conduct	PAGE	3

Approved: August 2003
Revised: December 2012

- (n) Any other conduct inconsistent with the continuation of the employment relationship.
- .03 Employee misconduct leading to discipline or dismissal will be dealt with under Discipline Policy No. 0503 as set out in this Personnel Policy Manual.