

Policy Title: Standard of Behaviour

Policy Number: 01-03-07

Section:	Human Resources	Subsection:	Employee Conduct
Effective Date:	October 17, 2018	Last Review Date:	September, 2018
Approved by:	Council		
	Owner Division/Contact: Human Resources		

Policy Statement

City of Mississauga employees are expected to conduct themselves and perform their duties in a responsible and professional manner.

Purpose

Various City of Mississauga by-laws, agreements, policies and procedures outline specific actions to be taken by employees and may, directly or indirectly, establish expectations for employee conduct under specific circumstances (e.g. declaration of conflicts of interest; investigation of fraud and theft; attendance management; personal harassment; fair and impartial purchasing; etc.). The purpose of this policy is to clarify for employees the City's expectations regarding the general behaviour of employees, which may not be specifically addressed in other policies.

Scope

This policy applies to all City of Mississauga employees. While volunteers are not employees of the Corporation, they are also expected to conduct themselves in accordance with the employee standards established by this policy.

Standard of Behaviour

Employees are expected to behave in a professional and responsible manner, both to members of the general public and to each other. This standard of behaviour applies while the employee is off duty, as well as on duty, if the employee's off-duty behaviour is prejudicial to the City's interest and/or if the behaviour impairs the employee's work performance, or impairs the trust and confidence that an employer is entitled to expect in an employee and/or if the behaviour has negative consequences for the Corporation.

Employees are required to advise Employee Health Services (EHS) if prescribed a drug, including medicinal cannabis, which may impact their job duties. Employees are reminded that the City has a robust accommodation process to provide an opportunity to review each situation for potential workplace accommodation.

Unacceptable Behaviour

Supervisory and management staff are responsible for ensuring that employees adhere to the City's standard of behaviour.

Examples of unacceptable behaviour include failure to comply with Corporate Policies and Procedures such as:

- Conflict of Interest - Failure to disclose a conflict of interest
- Fraud and Theft - Commission of fraud or theft in relation to City property
- Respectful Workplace - Discrimination, harassment or bullying in the workplace
- Workplace Violence - Violence in the workplace
- Attendance Support and Management System - Excessive absenteeism or lateness
- Possession of illegal drugs or open alcohol
- Possession of, or working under the influence of, alcohol, illegal drugs or recreational cannabis, including edibles
- Working under the influence of intoxicants, narcotics or other drugs or substances which may prohibit the safe or responsible performance of job duties, whether medically prescribed or not
- Misrepresentation or falsification of employee records (e.g. timekeeping records, credentials, etc.)
- Release of information confidential to the City
- Incompetent, negligent or improper conduct prejudicial to the interest of the City
- Insolence and/or insubordination
- Breach of the rules of the City (i.e. by-laws, policies, procedures, rules or regulations of a department or division), and
- Abuse of authority

Individual departments or divisions may develop additional or more specific guidelines, based on the nature of the work performed.

Action Taken

Any employee found to be in non-compliance with this policy may be subject to disciplinary action, up to and including termination of employment.

Revision History

Reference	Description
GC-175-99 - 1999 03 31	
May 23, 2007	Amended to reference Respectful Workplace policy
June 09, 2010	Housekeeping amendment to reference

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	Workplace Violence policy
October 17, 2018	Scheduled review. Also revised to reflect the legalization of recreational cannabis.