
Policy Title: Standard of Behaviour**Policy Number: 01-03-07**

Section: Human Resources**Effective Date: October 17, 2018****Approved by:****Council****Subsection: Employee Conduct****Last Review Date: February, 2025****Owner Division/Contact:****Human Resources/HR Business Partner
Manager**

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 an ethical, professional and responsible manner at all times. As an employee's off-duty behaviour may have negative consequences for the City, be prejudicial to the City's interests, diminish the City's trust and confidence in the employee, and/or impair the employee's work performance, the Standard of Behaviour applies while employees are on duty as well as off duty.

Use of Prescription Drugs that may Cause Impairment

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 that may breach this policy include failure to comply with City policies and procedures, by-laws, departmental and/or divisional procedures/regulations and behaviours such as:

- Failure to disclose a conflict of interest
- Commission of fraud or theft in relation to City property
- Discrimination, harassment or bullying in the workplace
- Violence in the workplace
- Recording any conversation without the expressed permission of the person(s) you are recording
- Excessive absenteeism or lateness
- Possession of illegal drugs, open alcohol, or open cannabis products, unless in compliance with this policy
- 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, and
- Abuse of authority

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

Disciplinary Action

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	

Policy Number: 01-03-07

Effective Date: October 17, 2018

Policy Title: Standard of Behaviour

Last Review Date: February, 2025

3 of 3

May 23, 2007	Amended to reference Respectful Workplace policy
June 09, 2010	Housekeeping amendment to reference Workplace Violence policy
October 17, 2018	Scheduled review. Also revised to reflect the legalization of recreational cannabis.
December 9, 2022	Scheduled review. Minor revisions to improve clarity and housekeeping revision to update policy contact information.
February 28, 2025	Scheduled review. Housekeeping revision to add example of unacceptable behaviour (recording a conversation without permission).