

Code of Conduct

Author:	Shannen Bozur, Manager People & Culture	Approval Date:	May 13, 2024
Issued By:	Human Resources	Effective Date:	May 13, 2024
Approved By:	Jennifer Steffler, Executive Director	Next Review Date:	May 2026

Policy Statement:

This Code of Conduct outlines the expected behaviors and attitudes for all Rygiel Supports for Community Living (RSCL) employees, volunteers, and students. It is based on the organizational values of inclusion, choice, and diversity and promotes respect, equity, and belonging. The purpose is to set the expectation for employees, volunteers, and students' interactions with individuals served, families, colleagues, members of the community, and others with whom we interact. These are to be always adhered to in all settings, demonstrating a commitment to our values and enhancing confidence and trust in RSCL.

Scope:

This policy applies to all employees, volunteers (including Board Members), contractors, students, and any person who performs work for RSCL.

Compliance & Consequence:

Violation of this policy may result in discipline up to and including termination.

Definitions: N/A

Practices:

What is Expected:

The following is expected of RSCL employees, volunteers, and students:

- Be an ally, support people who are in a minority group or who are discriminated against even if you do not belong to that group
- Be kind and show you care
- Be honest and act with integrity
- Take responsibility for your actions or lack of action
- Be open to differing opinions
- Demonstrate respect for others and respect differences
- Act with empathy
- Take time to listen and communicate with compassion
- Keep confidential information private
- Be present and engaged to fulfill your duties
- Foster innovation, encourage new ideas and work together to collaborate

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What is Unacceptable:

The following conduct is not acceptable and will not be permitted:

- Racist, homophobic or discriminatory language, behavior or attitudes
- Bullying, acting or communicating in a tone that is intimidating or belittling to others
- Conducting yourself in a way that is dangerous to others, including verbal abuse, fighting or having dangerous weapons in your possession
- Sleeping or otherwise inattentive to duties while on the job
- Conducting personal business or work while on RSCL time
- Lending, borrowing, gambling with, or accepting money/gift cards from individuals in service
- Using your position to gain special privileges or personal benefit
- Excessive lateness or unauthorized absenteeism
- Neglect, destruction or unauthorized use of RSCL property, equipment and/or supplies
- Reporting for work while impaired or under the influence of alcohol or drugs
- Gossip, Rumor Mongering and Breaches of Confidentiality

Additional Considerations:

Document Accountability:

Human Resources are responsible for maintaining the policy, Supervisors/Managers and Directors are responsible for ensuring employees understand and comply with this Key policy.

Related Forms & Tools:

- Associated Policies**
- Other Related Tools**
- Associated Documents**

Revision History:

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This policy will be reviewed annually or sooner, if necessary, to ensure compliance with applicable laws and to incorporate new safety practices.

Version #	Date of Revision	Person Revising (Name & Position)	Description of Change
Issued	May 13, 2024	Shannen Bozur	Reflect current expectations, RSCL values, diversity, equity and inclusion