

Policy Type:	EXECUTIVE LIMITATION POLICY			EL 4
Policy Title:	Staff Conduct			
Last Updated:	May 28, 2015	Reviewed:	Annually in May	

The CEO may not cause or allow conditions of employment that fail to spell out the expectations for employee behaviour and which do not enforce these expectations in a fair and due process manner.

Accordingly, the CEO will not:

1. Allow staff to be unaware of prohibited behaviour, including conflict of interest, harassment of clients or others.
2. Allow any employee to accept gifts, payments or services, which might appear to compromise the unconflicted position of staff.
3. Allow any employee to claim ownership of any product which has been developed using the time and resources of the employer.