

## OFF DUTY CONDUCT

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

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| <b>Category:</b>       | C. People & Culture            |
| <b>Policy Number:</b>  | C31                            |
| <b>Approval Date:</b>  | June 12, 2017                  |
| <b>Effective Date:</b> | June 12, 2017                  |
| <b>Policy Owner:</b>   | Chief People & Culture Officer |

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| <b>Objective:</b> | <p>The purpose of this policy is to outline the expectations for Olds College employees regarding off-duty conduct. Off-duty conduct may have a serious effect on business interests and the workplace in general and as such Olds College will enforce the guidelines of this policy. If it is shown that there is a connection between an employee's off-duty conduct and the workplace, disciplinary action may be taken.</p> <p>Olds College believes in the rights and freedoms of its employees as identified in the Canadian Charter of Rights and Freedoms. Olds College is committed to a fair and equitable process.</p>  |
| <b>Policy:</b>    | <p>When employees are off-duty there is still an expectation by Olds College that employees will conduct themselves in a way that positively represents the company's values and mission statement.</p> <p>Off-duty conduct of employees may be subject to disciplinary action up to and including termination if it is shown that:</p> <ul style="list-style-type: none"> <li>• the conduct of the employee harms Olds College's reputation, product or business interests;</li> <li>• the employee's behaviour renders the employee unable to perform his/her duties satisfactorily;</li> <li>• the employee's behaviour leads to refusal, reluctance or inability of the other employees to work with him/her;</li> <li>• the employee has been guilty of a serious breach of the Criminal Code and thus rendering his/her conduct injurious to the general reputation of Olds College and its employees;</li> <li>• the employee's behaviour places difficulty in the way of Olds College properly carrying out its function of efficiently managing its works, and efficiency directing its working forces.</li> </ul> <p>Disciplinary action will be taken if any one of these criteria is met.</p> |

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| Definitions:         |
| Related Information: |
| Related Procedures:  |
| Review Period:       |
| Revision History:    |

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| <p>An investigatory process will be followed in order to determine the validity and severity of the incident and the resulting disciplinary actions.</p> <p><b>FALSE OR FRIVOLOUS COMPLAINTS</b><br/>         Employees should be cognizant of the fact that a formal accusation against another employee is a serious allegation with repercussions.</p> <p>Where allegation of inappropriate off-duty conduct is found to be either false or frivolous, or where supporting documentation for a complaint has been falsified, the complainant or witness may be subject to disciplinary measures up to and including termination of employment.</p> |   |
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|   | <p>A25 Code of Conduct<br/>         C29 Dress Code and Personal Hygiene</p> |
|   |   |
|   | 3 years   |
|   | New: June 12, 2017  |